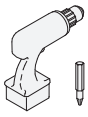
HermanMiller
Bay Installation Instructions

How to assemble your Bay

Tools Required


Driver

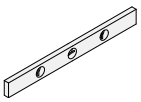

T25 Torx driver bit

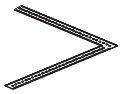

Extended #2 Cross head driver bit

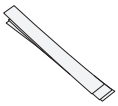

Drill bit 3.5mm or 0.14”


Allen keys


Panel Lifter


Level


Square


Card for threshold


Knife


Spanner


Ladder

Safety Notes

PRODUCT ELECTRICAL RATING: 120 V 60 HZ 12 A

WARNING - Risk of Injury - maximum load 50 lb for worksurface, maximum load 20 lb for monitor mount

CEILING/ROOF: This surface is not designed for any type of load. Do not put any objects on this surface.

IMPORTANT SAFETY INSTRUCTIONS

When using an electrical furnishing, basic precautions should always be followed, including the following:

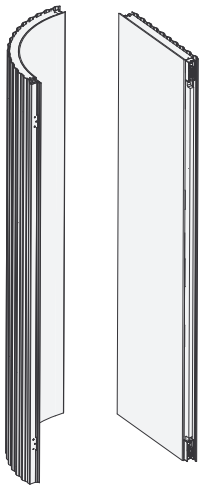
READ ALL INSTRUCTIONS BEFORE USING.

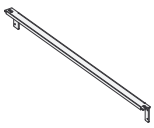
DANGER - To reduce the risk of electrical shock:

1. Always unplug this furnishing from the electrical outlet before cleaning or servicing.

WARNING – To reduce the risk of burns, fire, electric shock, or injury to persons:

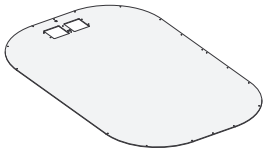
Parts Included


Panels


Lintel


Threshold

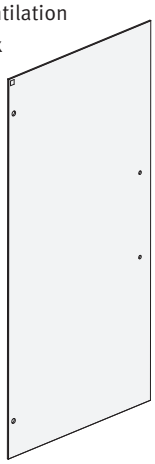
Lights

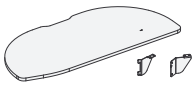

Roof


Ventilation Box


Door Hinges

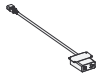

Door Handle

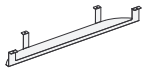

Door

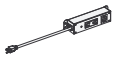

Worktop & Brackets


Hub


Monitor Plate & Brackets(Optional)

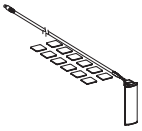

User Power

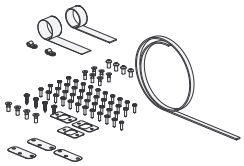

Cable Tray


AC Splitter


Dimmer


DC Power Supply


Occupancy indicator (Optional)


Assembly kit - Roof seal, Threshold tape, Latch, Hinge shims, P-clips, Screws

1. Unplug from outlet before putting on or taking off parts.
2. Close supervision is necessary when this furnishing is used by, or near children, invalids,or disabled persons.
3. Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. Never operate this furnishing if it has a damaged cord or plug, if it is not working properly,if it has been dropped or damaged, or dropped into water. Return the furnishing to a service center for examination and repair.
5. Keep the cord away from heated surfaces.
6. Never operate the furnishing with the air openings blocked. Keep the air openings free of lint, hair, and the like.
7. Never drop or insert any object into any opening.
8. Do not use outdoors.
9. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
10. To disconnect, turn all controls to the off position, then remove plug from outlet.

WARNING: Risk of Electric Shock – Connect this furnishing to a properly grounded outlet only. See Grounding Instructions.

SAVE THESE INSTRUCTIONS

GROUNDING INSTRUCTIONS

This product is for use on a nominal 120-volt circuit and has a grounding three prong plug. Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be used with this product."

"Review the assembly instructions to confirm that the appropriate critical components and accessories are being used with the furnishing."

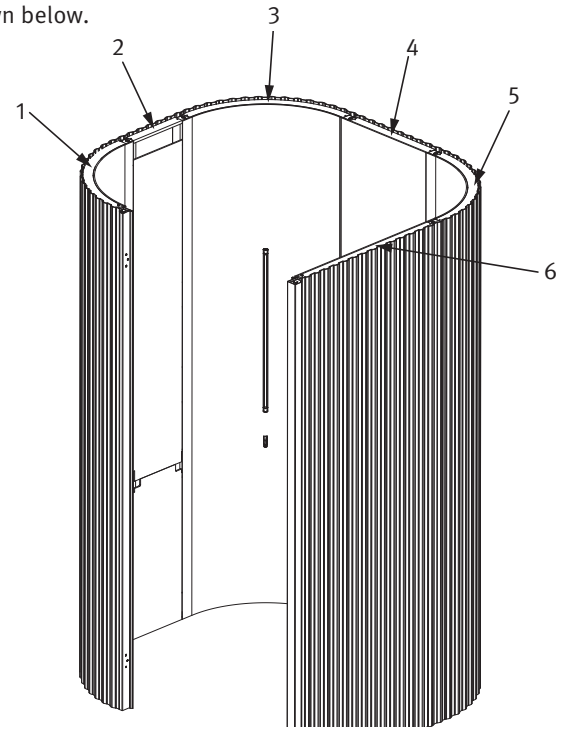
IMPORTANT!

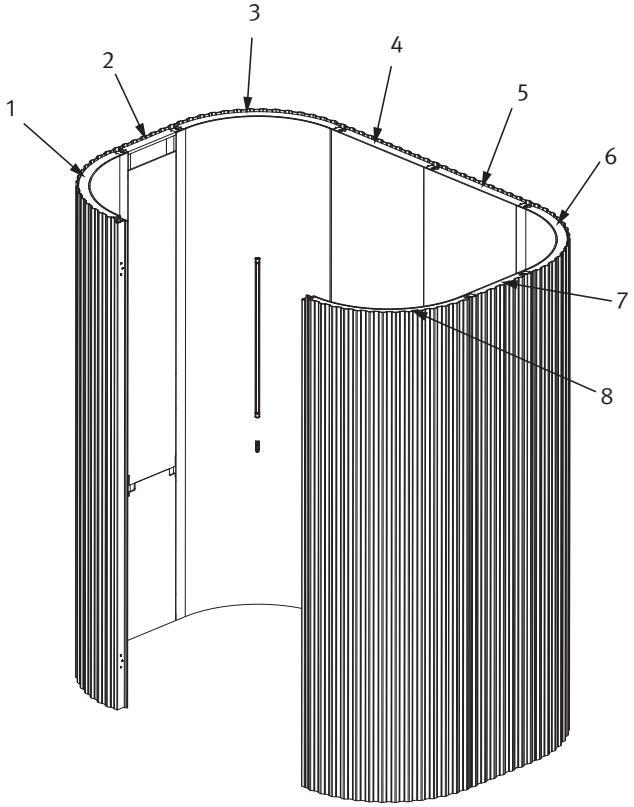
Assembly of Bay Work Pod will require two people.

If Seismic anchors are to be installed use the installation guide to install the plates BEFORE the product is assembled.

Step 1

1.1 Panels are identified for each product and assembled in the order shown below.



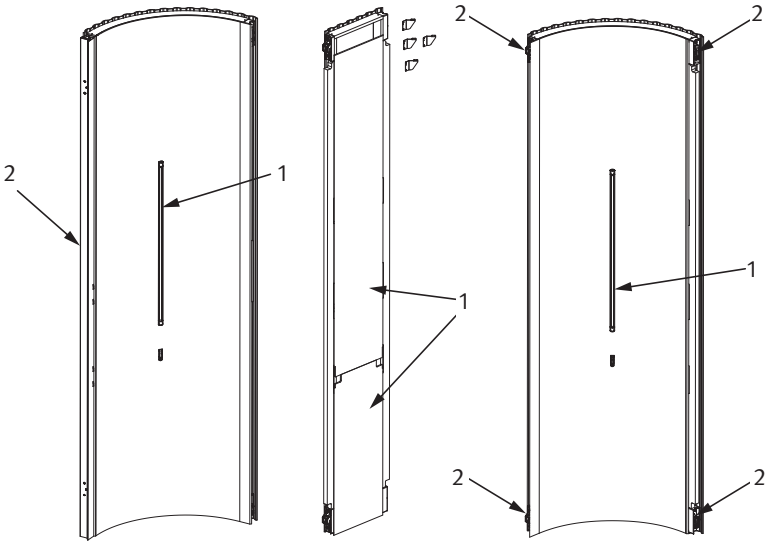


Panel identification aid

Panel 1 - Basic and Pro Curved panel:
1.Slot for light
2.Steel door post on left side when looking at light slot .

Panel 2 - Basic and Pro Flat panel:
1.Magnetic tiles.

Panel 3 - Basic and Pro Curved panel:
1.Slot for light
2.Plastic panel connector on all corners.



Panel 4 - Basic
Flat panel:
1.Panel width across connectors shown.

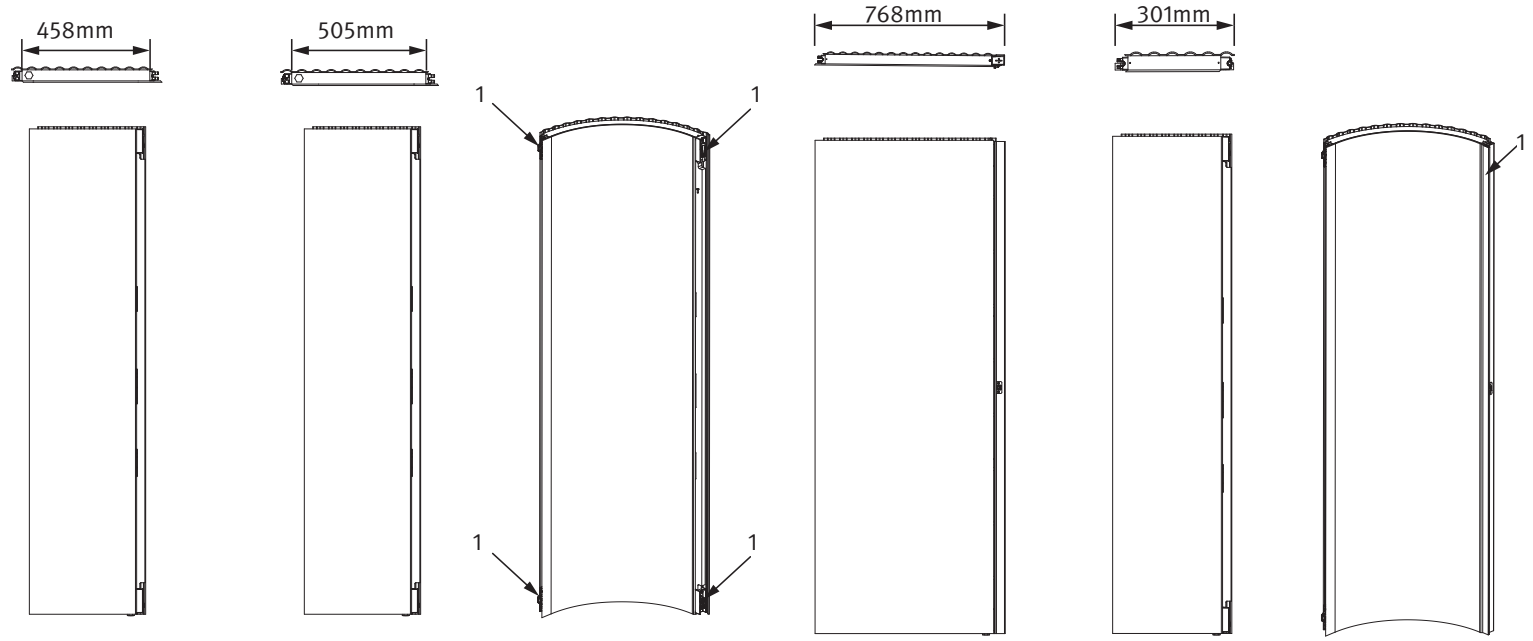
Panel 4 and 5 - Pro
Flat panel:
1.Panel width across connectors shown.

Panel 5 - Basic
Panel 6- Pro
Curved panel:
1.No light slot.
2.Plastic panel connector on all corners.

Panel 6 (Final) - Basic-
Flat panel:
1.Steel post on right side.
2.Panel width connectors to post shown.

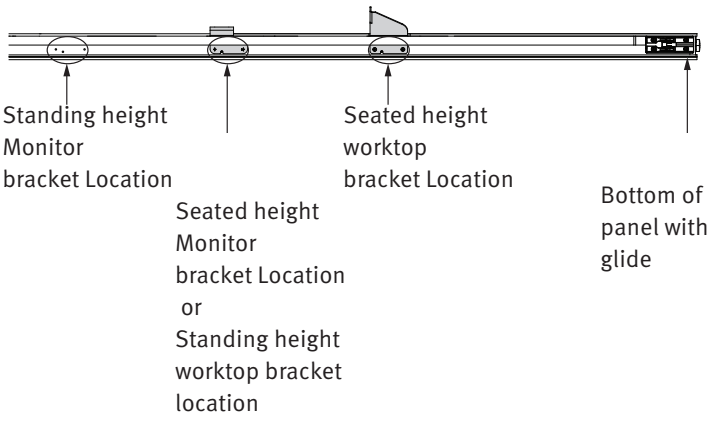
Panel 7 -Pro
Flat panel:
Panel width across connectors shown.

Panel 8 (Final) -
Pro Curved panel:
1.No light slot.
2.Steel door post on right side when looking at interior.

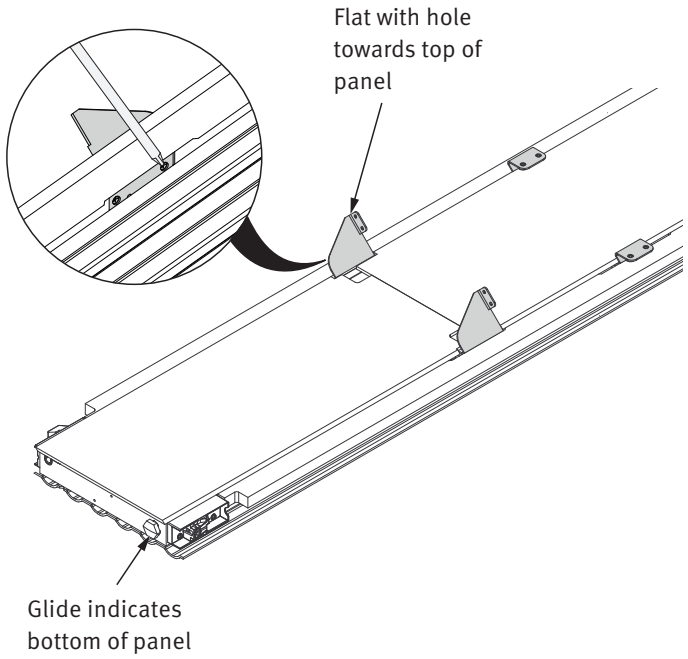


Step 2

2.1 Mounting locations for worktop brackets and monitor brackets.



2.2 Install worktop brackets and monitor mount brackets to Tech wall panel (panel 2) using wood screws provided.
2.3 Flat on worktop brackets upwards.
2.4 Monitor brackets have an indicator to identify which side faces up.

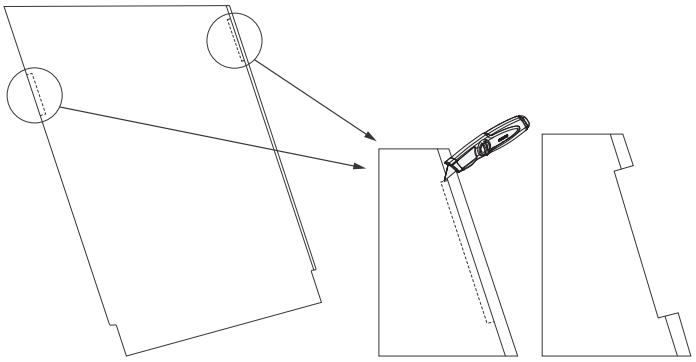


Optional

If wall mounted monitor has been purchased – PEP100.XXXXWM or PEP200.XXXXWM.

Cut upper Tech wall tile for optional monitor mount brackets to Tech wall panel 1BWKXH (seated) or 1BWJY3 (standing).

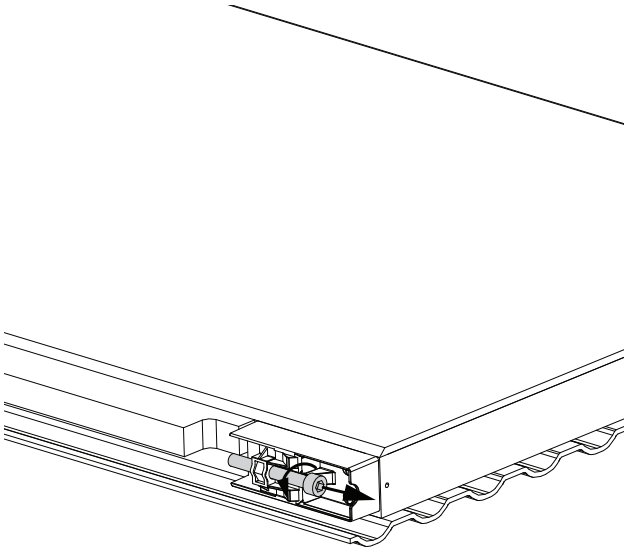
The tiles have red marking that should be cut out with a knife.



Step 3

3.1 Wind out panel connector screw until it comes to a stop on all panels.

3.2 Make sure all of the glides are in all the way but will still turn easily with your fingers.



Step 4

Threshold preparation

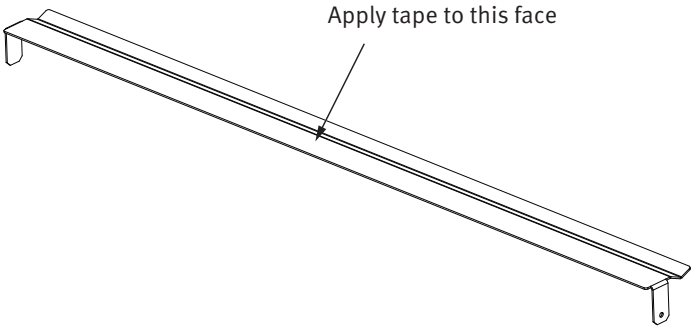
4.1 Add tape to bottom of threshold

4.2 Two face adhesive tape for hard floors

4.3 Thin Velcro tape for hard floors

4.4 If putting down on carpet put a thin piece of cardboard under the threshold so the Velcro tape does not stick to the carpet.

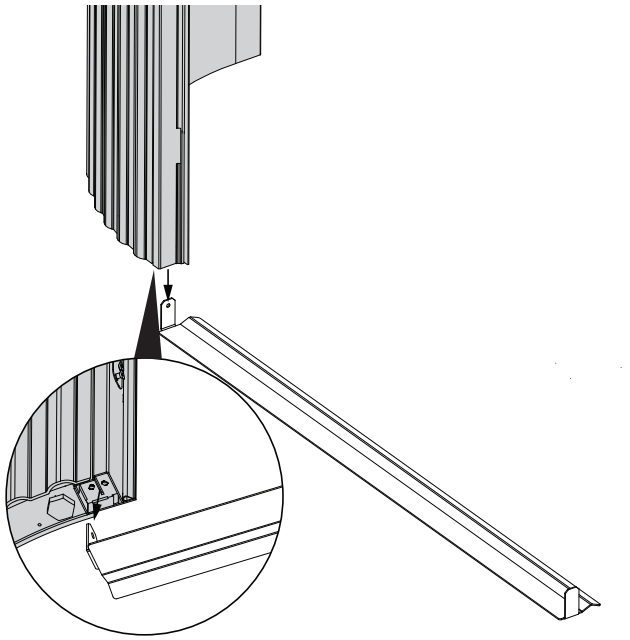
4.5 If putting down on hard floor leave backing on double sided tape. Peel just a small section of the backer (‹1/2”) so it will be easier to access later.



Step 5

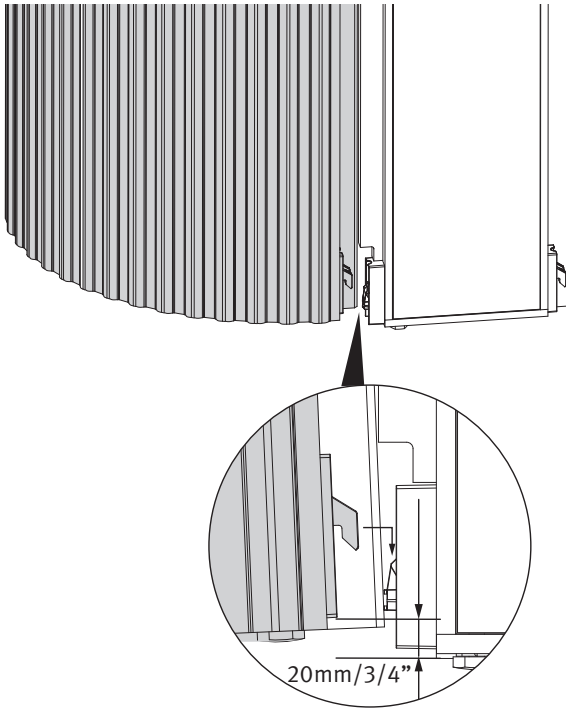
5.1 Lay threshold on floor (card underneath if necessary).

5.2 Install first curved panel over tab on threshold.

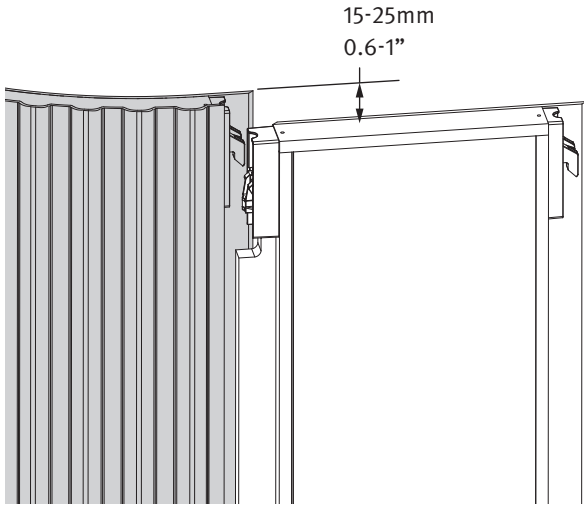


Step 6 : Panel Assembly

6.1 Hook panels together, Lift connecting panel approximately 25mm/1”to hook on the bottom connector to the mating panel.



6.2 While keeping the lower connectors engaged rotate the top of the panel to hook on the top connectors .The panel will need to be lifted between 15 and 25mm to engage the top hook. Slide the planel down to retain both connectors.

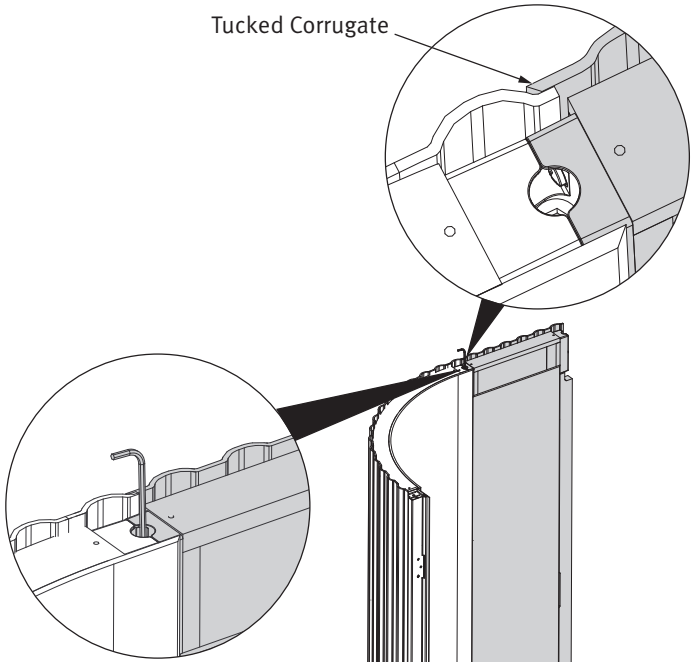


6.3 Once the panels have been connected tuck the longer length of corrugate extending from panel under the short length of corrugate extending from the mating panel.

6.4 Ensure corrugate is overlapping from one panel to the other.

6.5 Hand tighten panel screw untill the two connector halves are flush. Do not over tighten.

Note: Someone will need to support the panels until at least the first three panels are assembled.

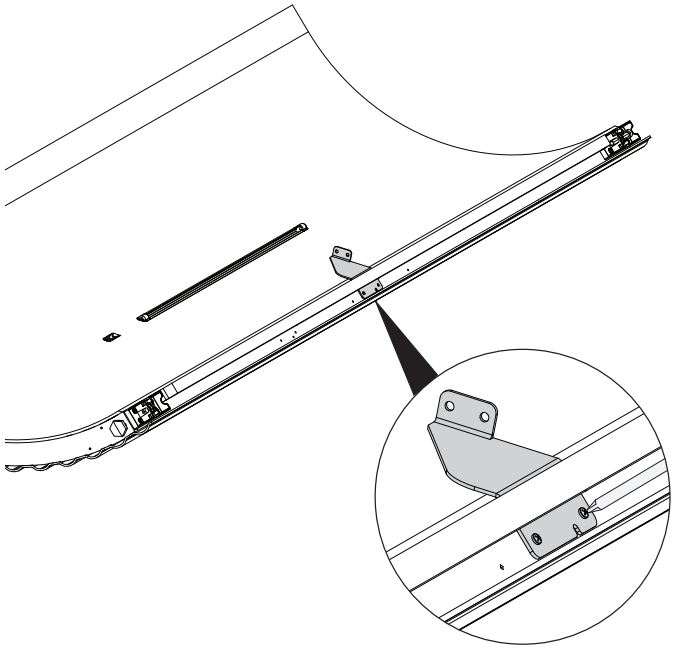


Step 7

7.1 Assemble next panel 3.

7.2 Assemble worktop bracket to panel before assembly.

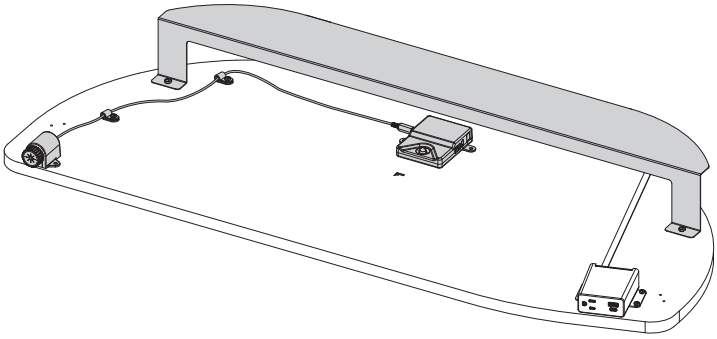
7.3 Assemble the worktop bracket to the door frame of the first panel by engaging the tabs of the bracket with the appropriate slots in the door frame. see step2 for location.



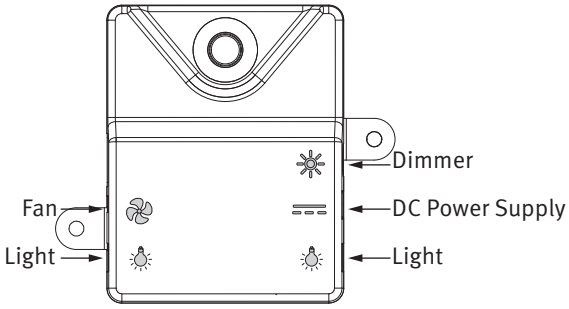
Step 8

8.1 Assemble all parts to worktop. Cable tray, hub, dimmer, user power.

8.2 Connect dimmer cable into hub and add P clips to hold dimmer cable in position.



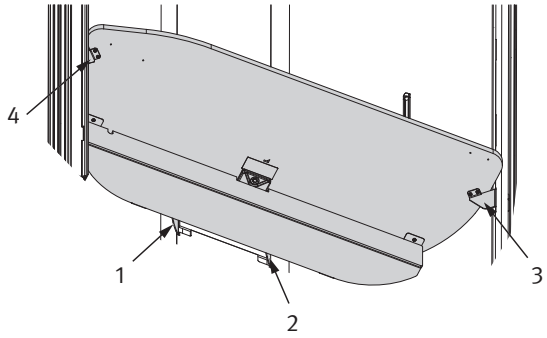
Note: The hub is marked with symbols to indicate where to plug in each cable.

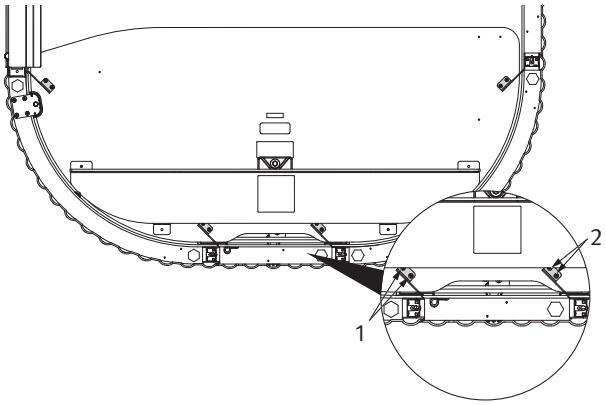


8.3 Assemble worktop to brackets using wood screws provided.

8.4 The screws should be installed into the brackets in the order shown.

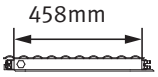
Note: The panels may need to be moved to get the pilot holes in the surface to align with the bracket holes.

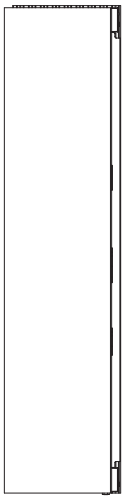




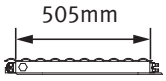
Assemble the remaining panels using the previous methodology.
The fourth panel onwards should be assembled in the order shown here.

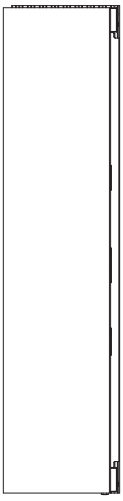
Panel 4 - Basic
Flat panel:
1.Panel width across connectors shown.



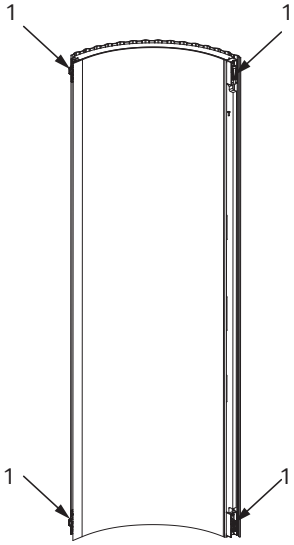


Panel 4 and 5 - Pro
Flat panel:
2.Panel width across connectors shown.

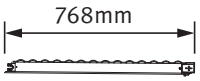


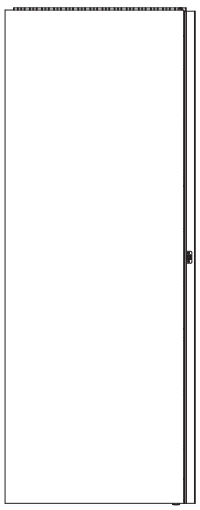


Panel 5 - Basic
Panel 6- Pro
Curved panel:
1.No light slot.
2.Plastic panel connector on all corners.

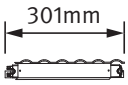


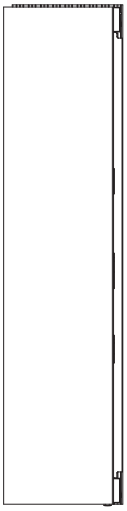
Panel 6 (Final) - Basic-
Flat panel:
1.Steel post on right side.
2.Panel width connectors to post shown.



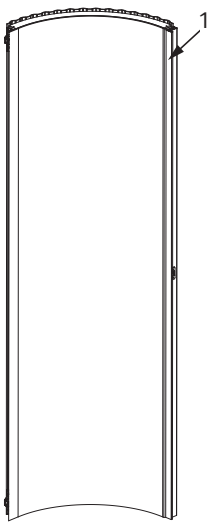


Panel 7 -Pro
Flat panel:
Panel width connectors shown.





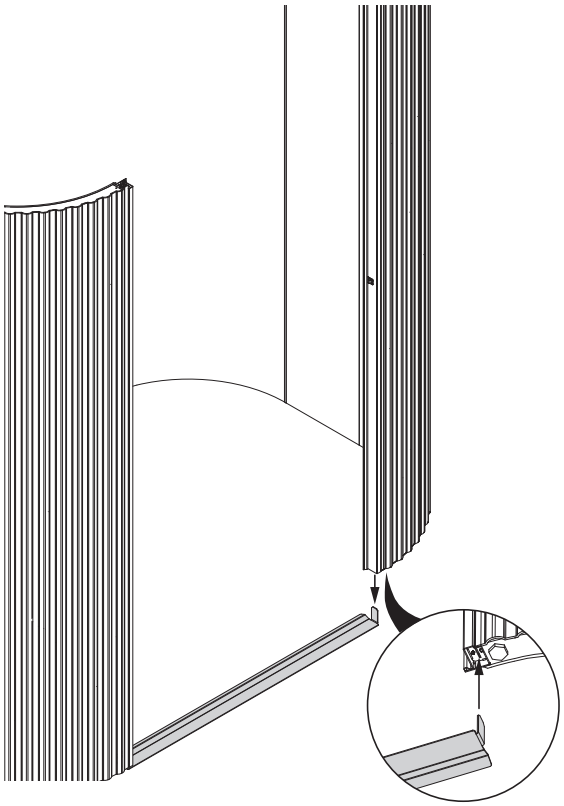
Panel 8 (Final) -
Pro Curved panel:
1.No light slot.
2.Steel door post on right side when looking at interior.



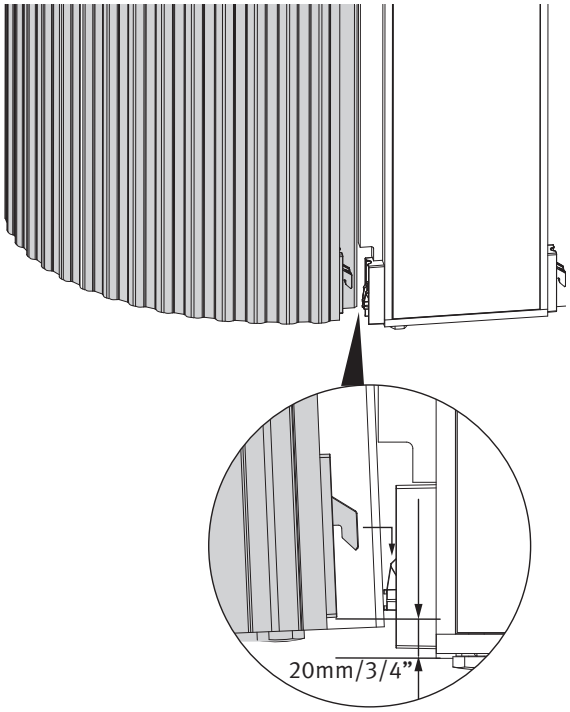
Step 9 For the Last panel

9.1 Lower panel door post on to threshold tab.

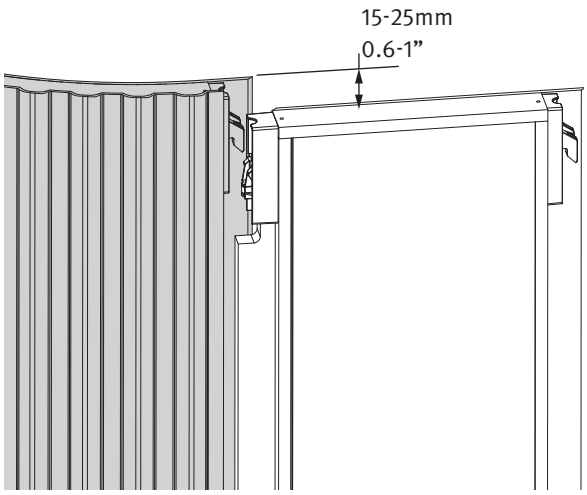
9.2 The tab fits into a slot in the same way as the first panel.



9.3 Lift connecting side approximately 25mm/1”to hook on the bottom connector to the mating panel. Do not disengage the panel from the threshold tab.



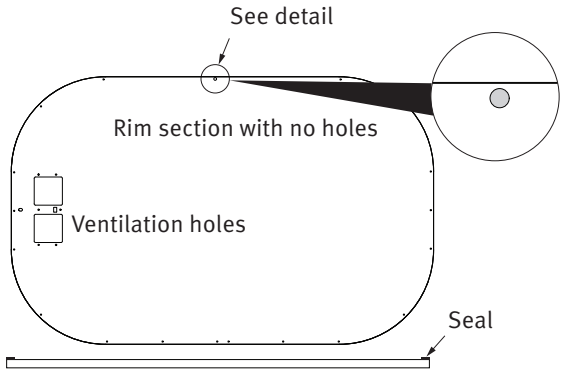
9.4 While keeping the lower connectors rotate the top of the panel to hook on the top connectors .The panel will need to be lifted between 15 and 25mm to engage the top hook. Slide the panel down to retain both connectors.

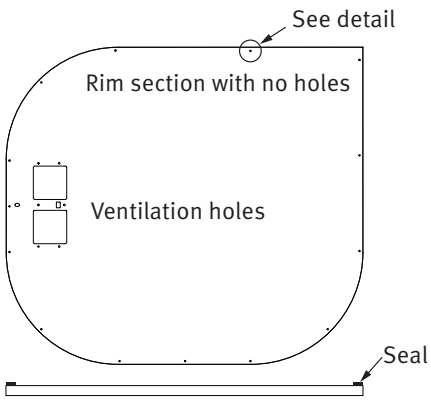


Step 10

10.1 Roof seal to be applied to side of roof with machined circle shown.

10.2 Apply seal following the entire perimeter of the roof.





Step 11

Note: If Sprinkler or fire alarm are to be fitted to roof see install instructions for sprinkler and alarm before fitting roof.

Roof application

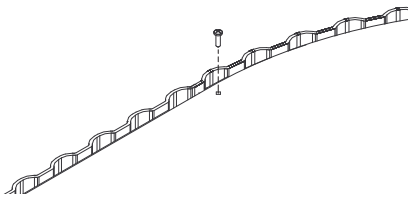
11.1 Drop roof on to product, seal side down.

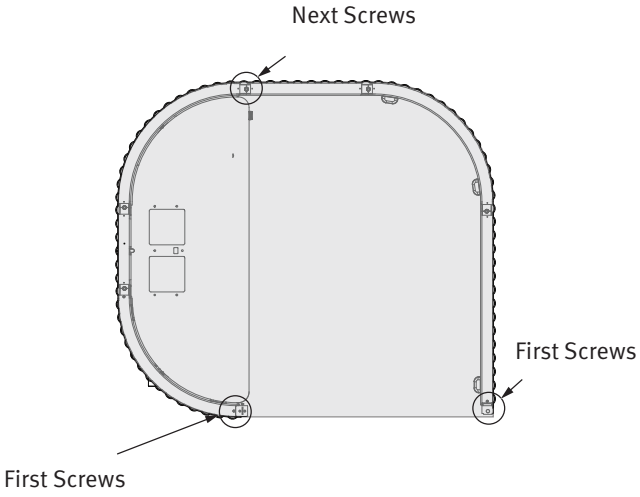
11.2 Add wood screws by adding two screws on opposing sides of the door first. Then add a screw opposite the door.

11.3 Then work around adding all the remaining screws.Screws should be added at each panel joint first where there are pilot holes, Then put in screws at the center of the panels where there are no pilot holes.

11.4 Do not overtighten screws.

11.5 Note pushing up from the underside at the centre of the roof may help to align roof holes with the panel pilot holes. The panels may need to be pushed in or out as well to align the pilot holes.



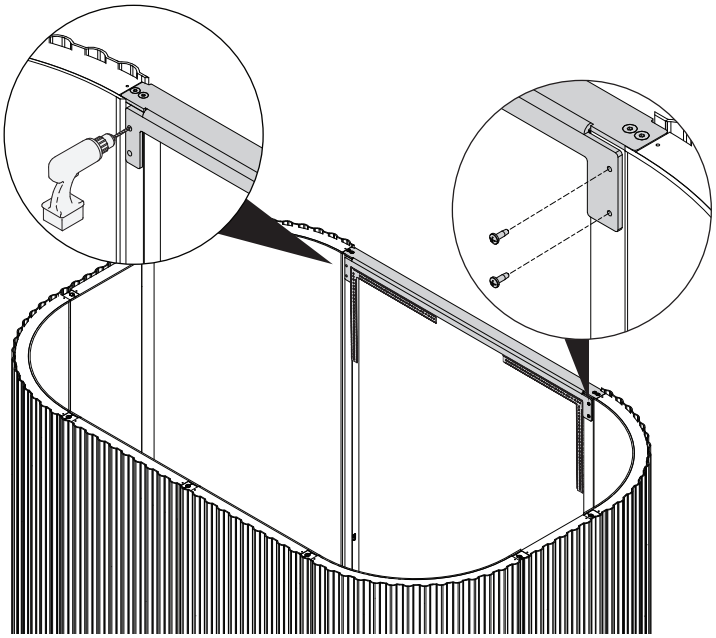


Step 12

12.1 Use square to ensure the lintel is 90 degrees to door vertical posts prior to drilling. Some glide adjustment may be required to square up the door

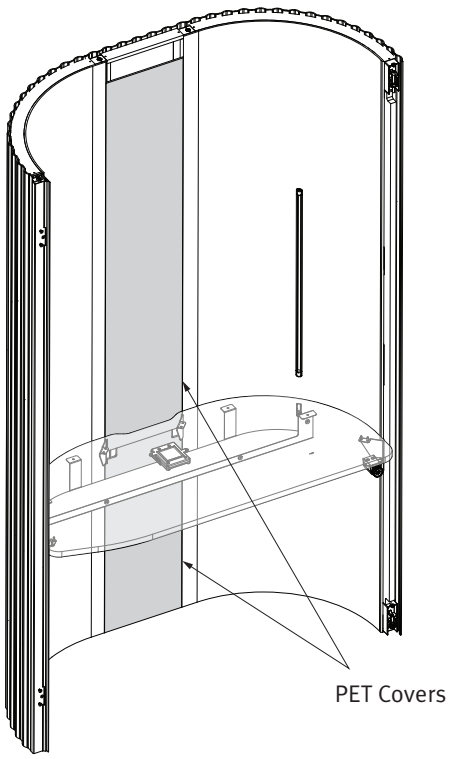
12.2 Use a 3.5mm (0.14”) drill bit to drill pilot holes into the door post through all the holes in the lintel.

12.3 Use supplied thread forming screws to attach the lintel to the vertical door frame. Using a T25 torx driver bit.



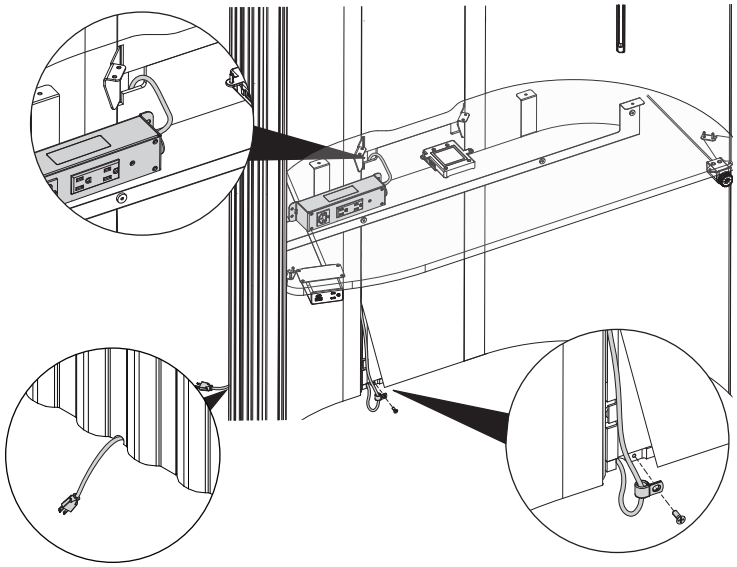
Step 13

13.1 Remove Upper and lower magnetically attached PET covers.



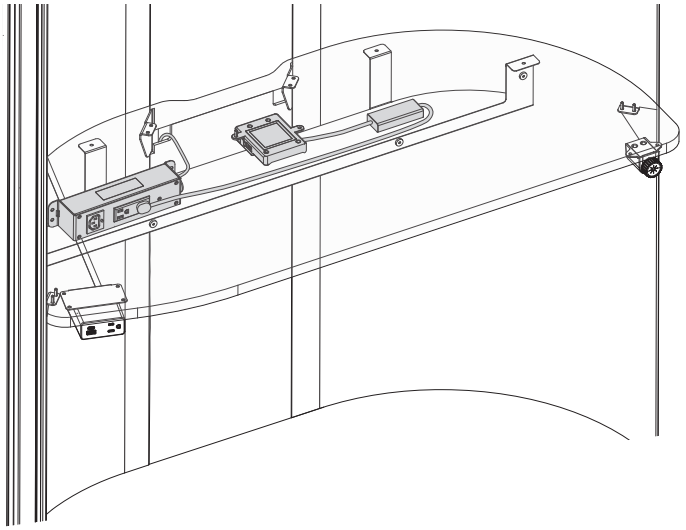
Step 14
AC power splitter

14.1 Feed AC splitter power cord under tech wall panel, through half round cut in corrugate.
14.2 Put AC splitter in left hand side of cable tray and plug in user power.
14.3 Remove P clip from bottom of panel apply P clip to AC cord on entry to Tech panel.
14.4 Feed AC power cord up the side of Tech panel inside wall.
14.5 Re-attach lower magnetic PET cover. AC power cord exits panel into cable tray through cut out in PET cover.



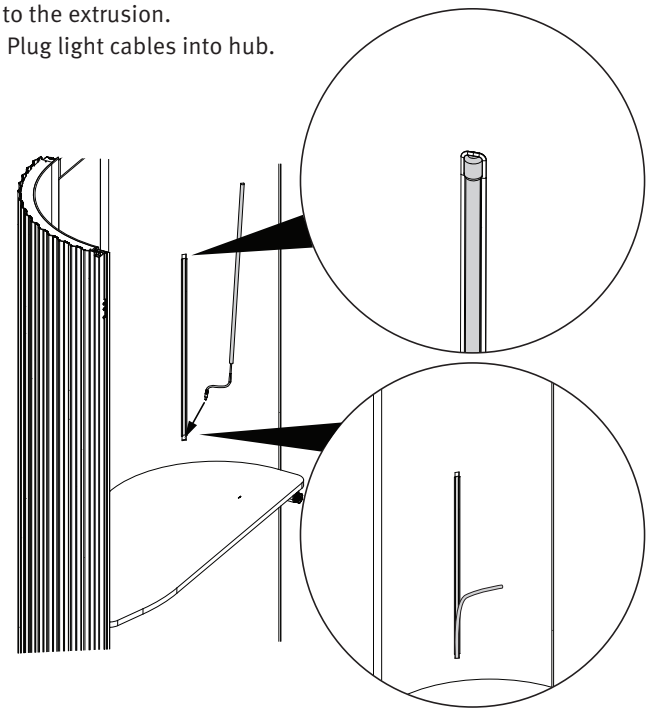
Step 15
DC power supply

15.1 Plug AC power cord into the DC power supply module.
15.2 Add DC power supply to cable tray.
15.3 Plug this into the AC splitter and the hub.



Step 16
Lights installation

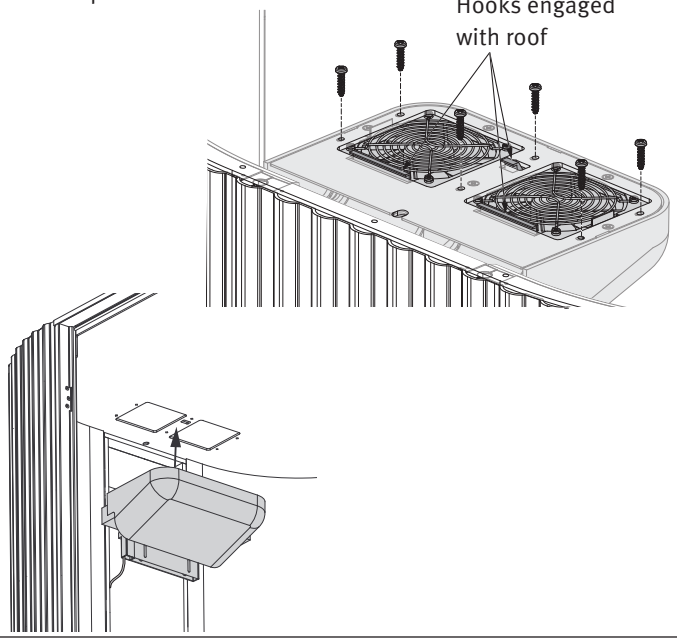
16.1 Wrap labels around the cable then feed light cable down the cable hole until they come out under the surface.
16.2 First push ends of lights into the extrusion and slightly under the end caps, and then work towards the centre pushing the light in to the extrusion.
16.3 Plug light cables into hub.



Step 17
Ventilation box

17.1 Ensure PET cover is attached to ventilation box.
17.2 Hook ventilation box in to roof.
17.3 Screw down through roof to secure ventilation box.
17.4 Push ventilation power cord down side of Tech wall panel.
17.5 Plug ventilation cord in to hub.

Note: One person holds ventilation box in place from inside product Second person fits screws on outside.



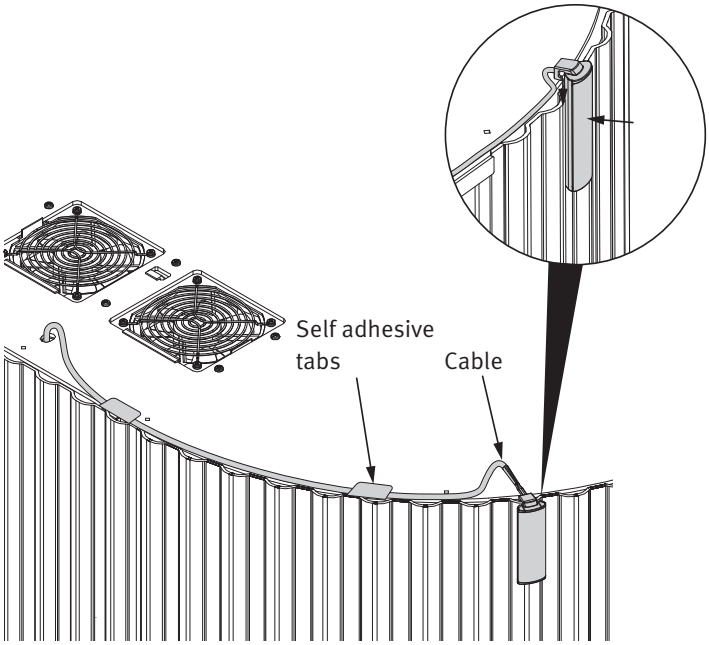
Step 18

Occupancy indicator (Optional)

18.1 Feed cable through roof.

18.2 Hook indicator on to corrugate top in desired location press bottom of indicator to fix indicator in place.

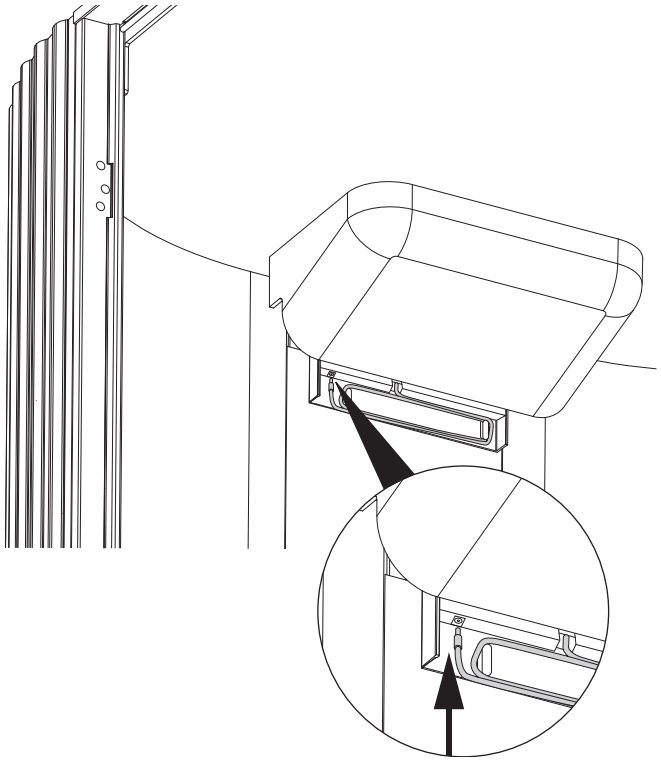
18.3 Feed cable around the perimeter of roof between the edge of the roof and the corrugate and hold down with sticky tabs.



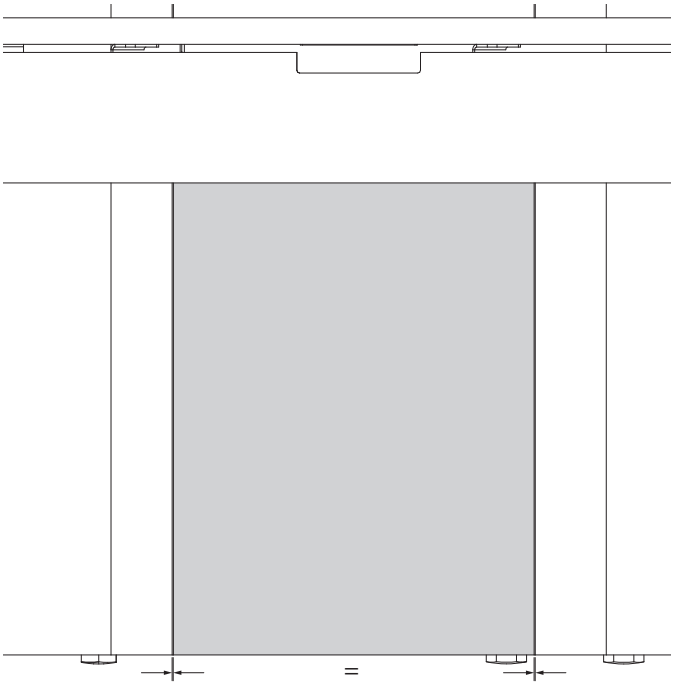
18.4 Wind up excess cable on to cable winders.

18.5 Plug cable into jack in ventilation box.

18.6 Put PET cover back on Tech panel.



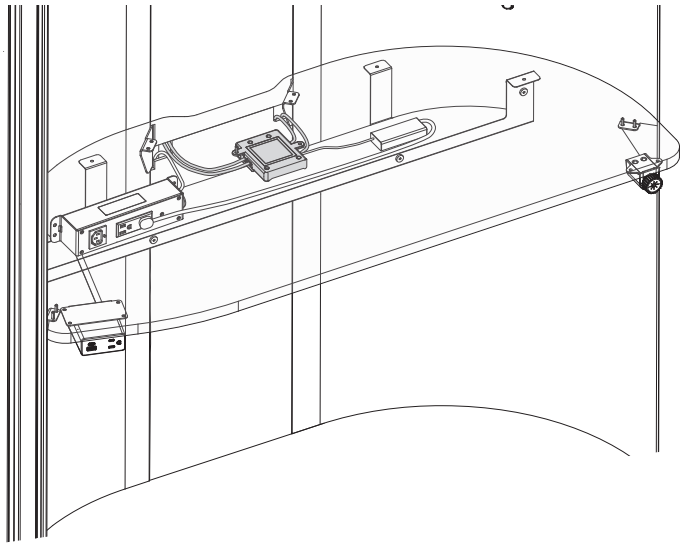
18.7 Adjust Tech panel tiles so that the gaps between the tile and adjacent panels on the left and right sides are equal.



Step 19

19.1 Ventilation power cord exits panel into cable tray through same cut out as AC power cord, and is plugged in to hub.

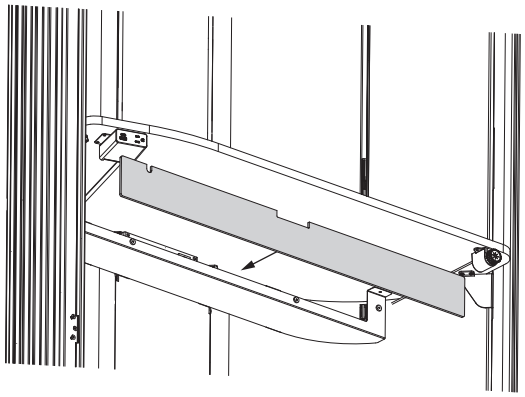
19.2 Ensure all 5 cables are plugged in to the hub.



Step 20

20.1 Complete cable assembly in cable tray.

20.2 Add cable tray PET cover.



Step 21

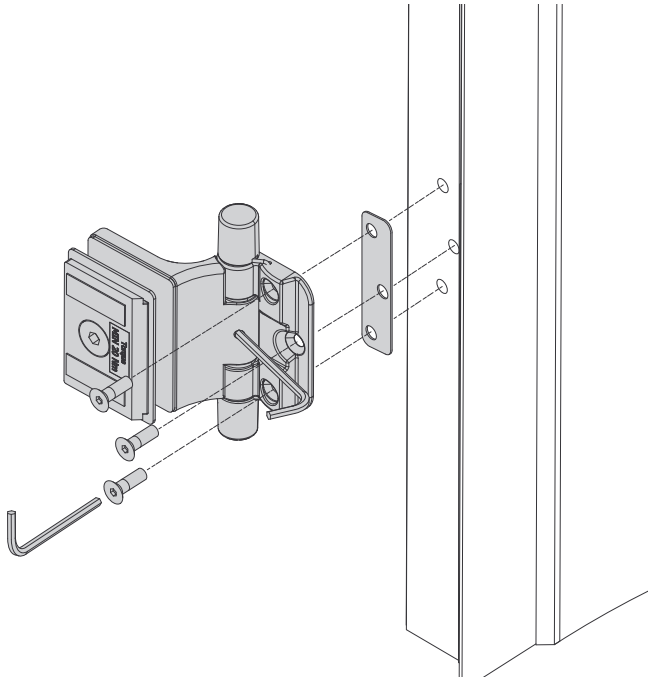
Assemble hinges to frame

21.1 Use Allen key to keep hinges open for assembly.

21.2 Ensure shim is placed between the hinge and door frame.

21.3 Lower hinge uses two shims. Upper hinge uses 1 shim.

21.4 Use M5 CSK screws to attach hinges to door frame.



Step 22

Assemble glass door to hinges

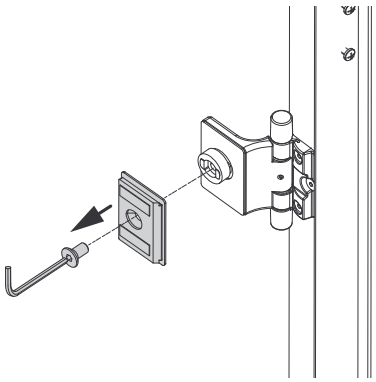
CAUTION! :Use care when handling the door to prevent the edges of the door from hitting any hard surfaces .

22.1 If frosted frost on inside of product.

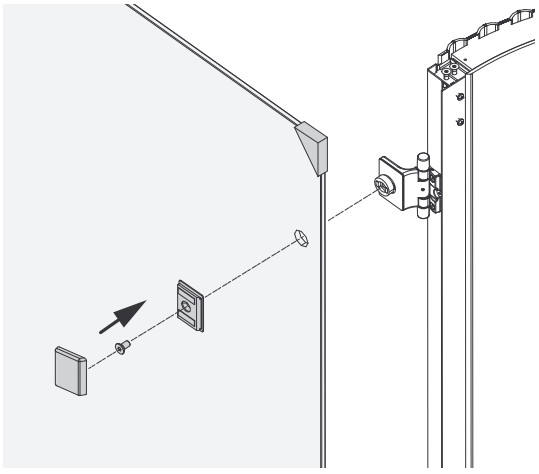
22.2 Leave corner protectors on the door until the door is fitted. Put cardboard shims under the door to help lift the door to the cor rect height for fitting to the hinges.

22.2 Connect door to top hinge first. Use allen key to screw interior plate to hinge and capture glass tighten to 20Nm torque.

22.3 Connect door to bottom hinge and screw on interior plate to 20Nm torque .



22.4 Peel off adhesive tape and add caps.



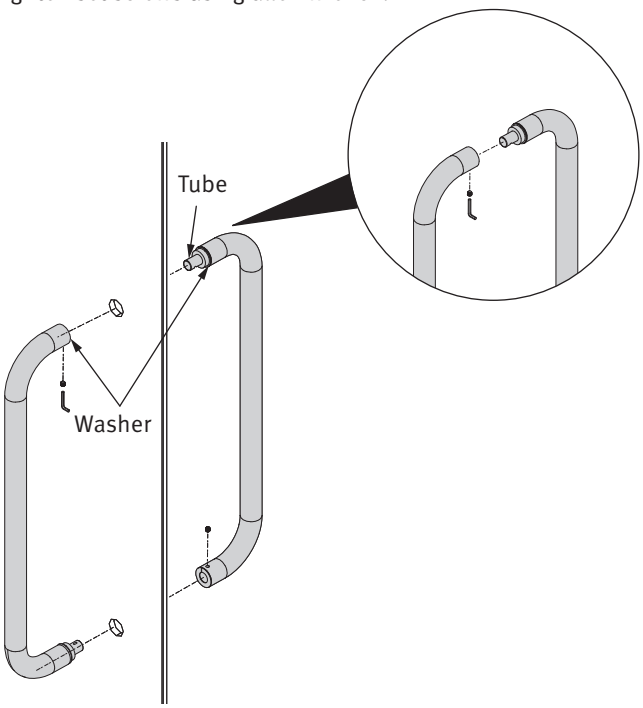
Step 23

Assemble door handles

23.1 Ensure large washers and tube are on handle boss before pass ing boss through the handle hole in the door.

23.2 Ensure second washer is also on the opposing handle before joining the handles through the glass.

23.3 Tighten set screws using allen wrench.

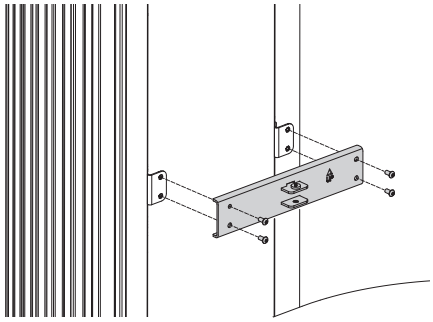


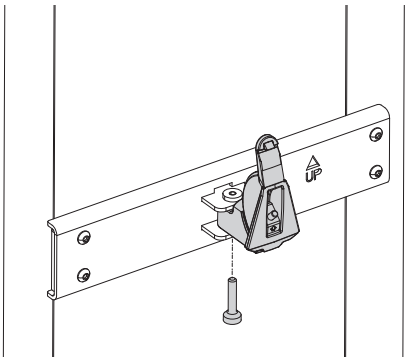
Step 24

Wall mounted monitor assembly

24.1 Assemble plate to wall brackets with M6 button head screws.

24.2 Assemble rotating head to wall bracket using M6 screw.





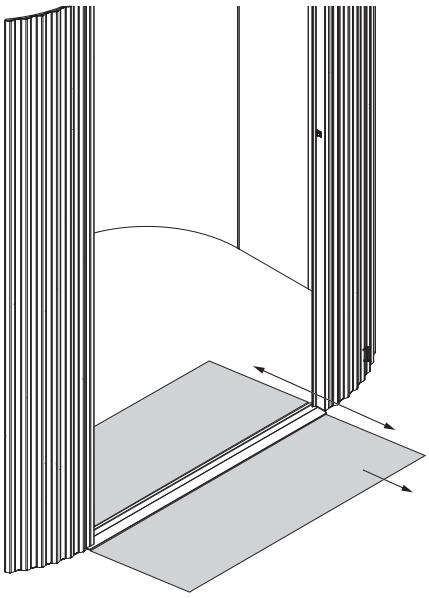
Step 25

Making door seal flush

25.1 Move the bottom of the latch side door post forward or back as required to make the glass sit flush against the seal on the latch post.

25.2 Once glass is flush on seal remove the card or tape backing from beneath the threshold will need to be lifted to remove the back ing tape for hard floors. This may require lifting the unit for bet ter access.

25.3 Push the threshold down on to the floor.



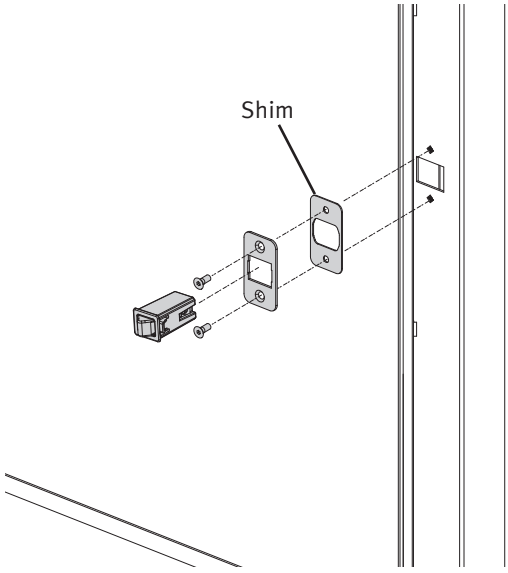
Step 26

Door latch modification. If the latch is not holding the door closed adequately against the seal follow these steps.

26.1 Remove latch plate screws to remove latch and plate from door post.

26.2 Assemble one shim, from the assembly kit, behind the plate and reassemble using the screws.

26.3 Add further shims if the door is still not retained properly.



Step 27

Final adjustments

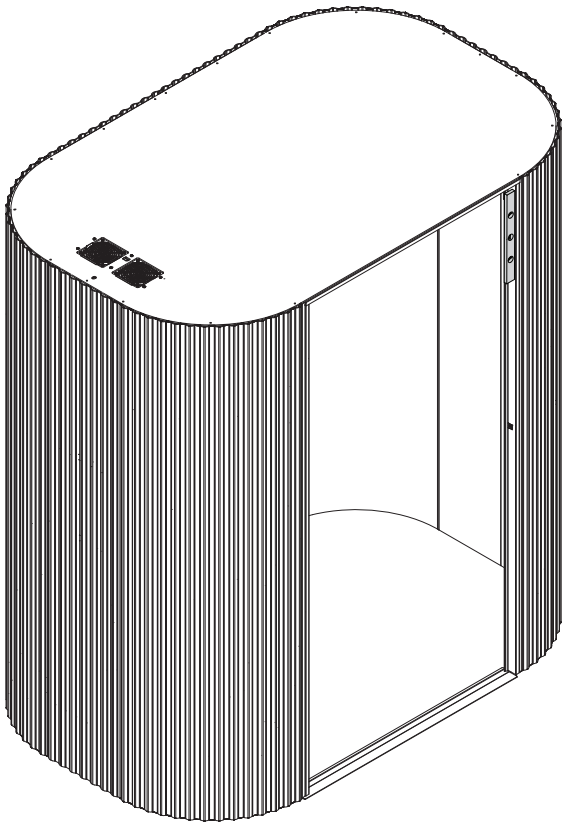
27.1 Level the product using a 1” flat spanner/wrench to adjust the glides.

27.2 Raise the glides either side of the door to ensure the door has good clearance to threshold.

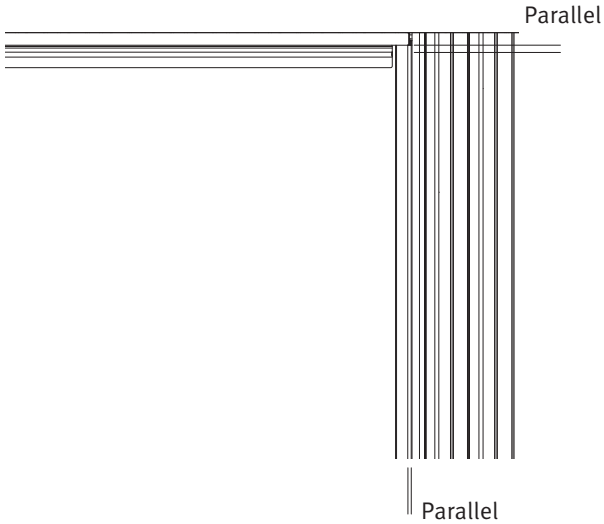
27.3 If the door does not move to close itself when opened by 300mm/12” then raise the glides either side of the door in small increments until the door moves to close itself. This might need up to 8mm/1/3” lift.

Note: The hinges will never fully close the door. The the user will need to pull the door shut against the seal and door latch.

27.4 Working around each panel ensure each glide is wound down to firmly touch the floor.



27.5 Ensure the horizontal and vertical gap between the door and the frame is as parallel as possible.



DISASSEMBLY AND RECYCLING:

MATERIALS IDENTIFICATION AND SEGREGATION:

Where possible, plastic components are marked with ASTM recycling codes. Use these codes to identify material type for recycling. Non marked components should be treated as mixed plastic. Ferrous metals can be identified using a small magnet for recycling. Non-ferrous metals should be separated and recycled separately.

To disassemble product, reverse the above installation steps.