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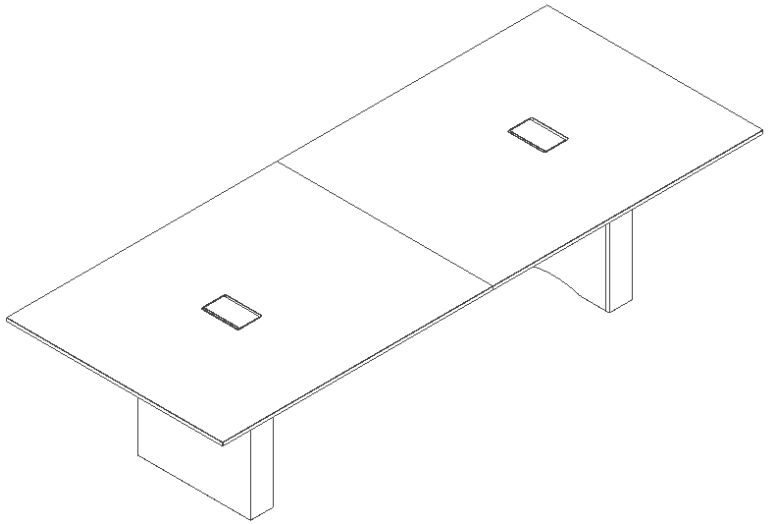
Disassembly Instructions

Flow NT Conference Table
Glass Top, Veneer Rectangle Base

Before Beginning Disassembly

1. Read through the entire instruction thoroughly
2. A minimum of 2 persons is required for this assembly
3. Tools need for each step will be listed at the beginning of each step.
4. Ensure to use the proper Personal Protection Equipment when using tools and handling parts.
5. Ensure that all contained electrical components have been disconnected from a power source
6. See Last Page for Master Item List and Materials

REQUIRED TOOLS	
Drill Driver	
#2 & #3 Phillips Bit	
Allen Wrench or Hex Bit Set	
Basic Tool Kit	



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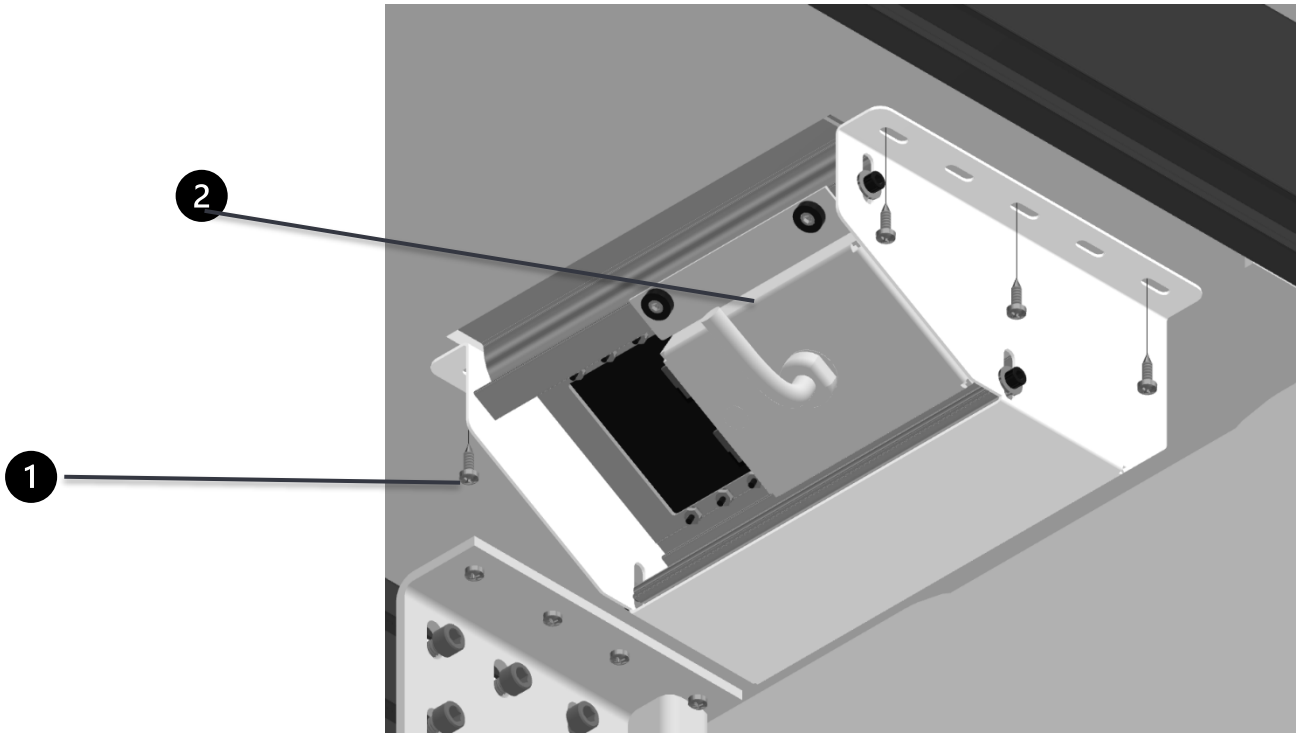
Power Removal

Tools Needed:	A. PPE	B. Drill Driver	C. # 3 Phillips Bit			

1. Remove **Wood Screws** to release Power Unit from **Sub Top**

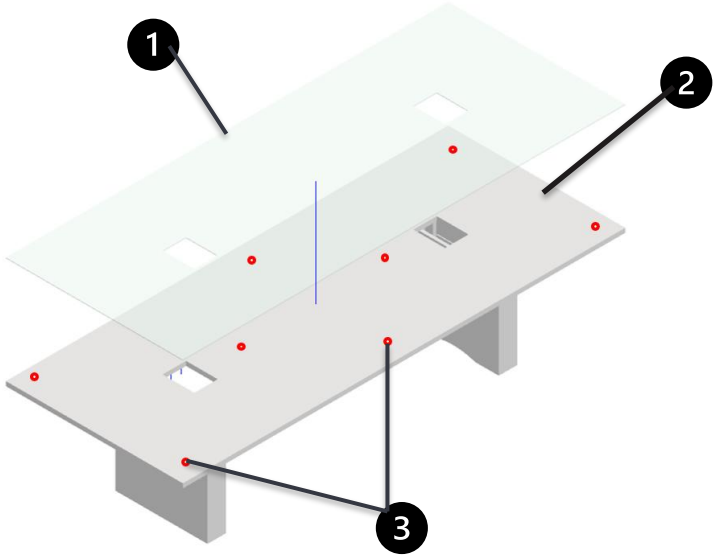


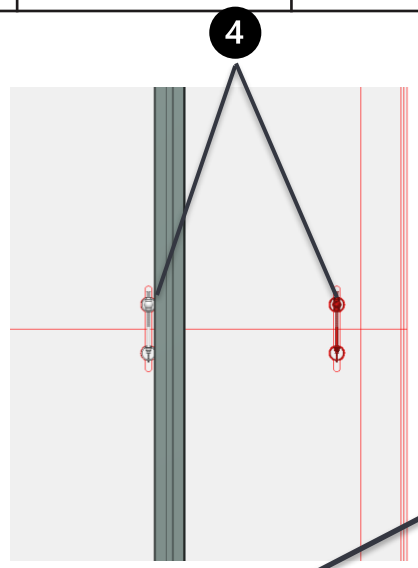
Item	Description	Material Type
1.1	Wood Screws	Steel
1.2	Power Matrix	Varies*

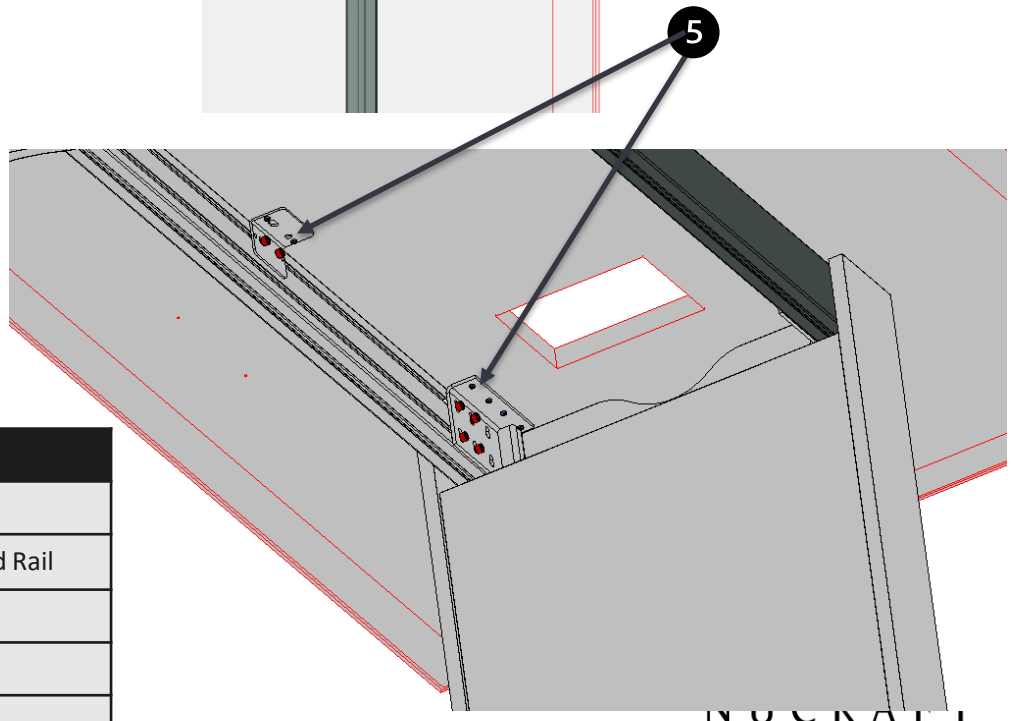
Top Removal

Tools Needed:	A. PPE	B. Drill Driver	C. # 3 Phillips Bit			

1. Remove **Glass Top.**
2. Remove **Rubber Bumpers** from **Sub Top.**
3. For multipiece tops – remove **Tight Joint Fasteners**.
4. Remove **Wood Screws** to release **Top** from **Base Brackets.**





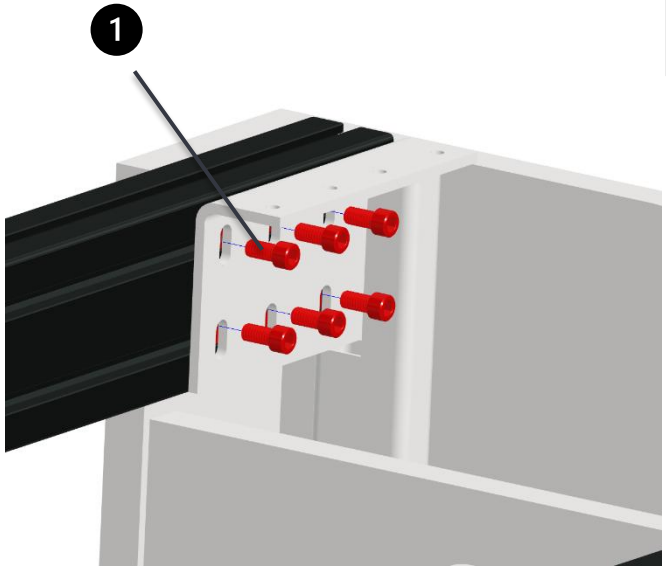


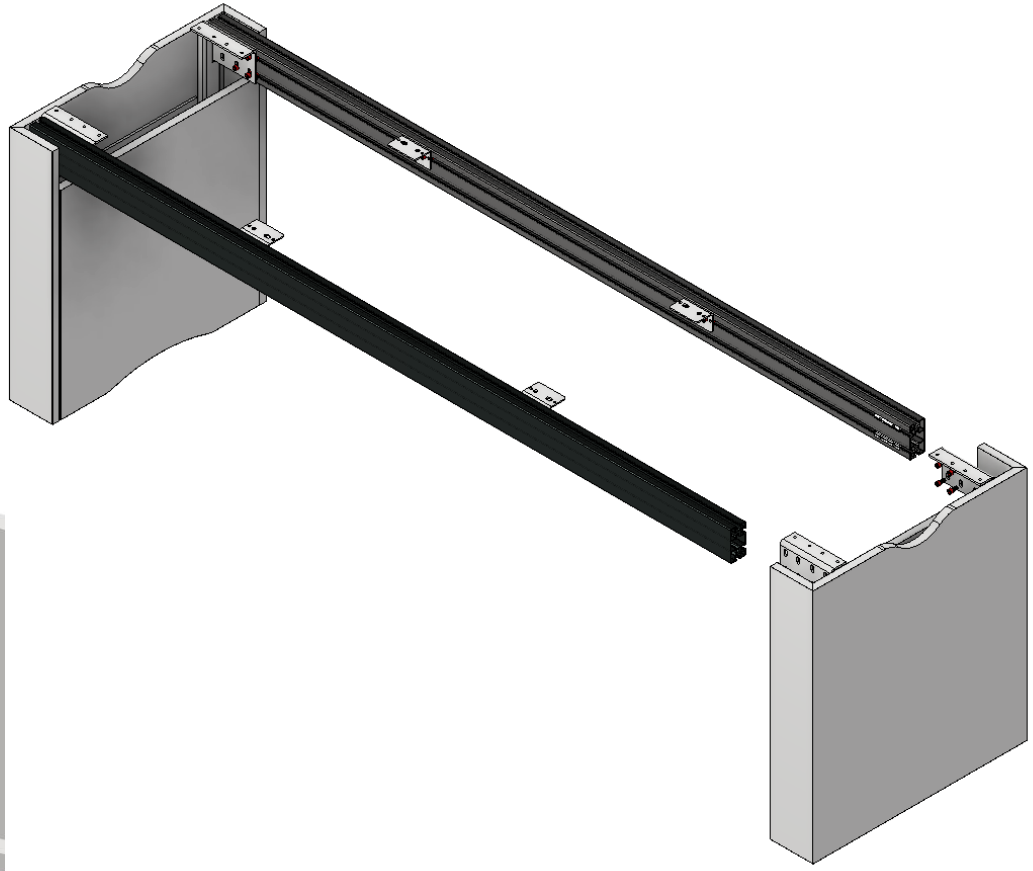
Item	Description	Material Type
2.1	Glass Top	Low Iron Glass
2.2	Sub Top	Painted MDF with Hardwood Rail
2.3	Bumpers	Rubber
2.4	Tight Joint Fasteners	Steel
2.5	Wood Screws	Steel

Beam/Base Separation

Tools Needed:	A. PPE	B. Drill Driver	C. ¼" Hex Bit			

1. Remove **Cap Screws** that secure **Beams** to **Rectangle Base.**
2. Separate **Beams** from **Rectangle Bases**.
3. See Page 5 for **Beam** Disassembly Instructions.
4. See Page 6 for **Rectangle Base** Disassembly Instructions.



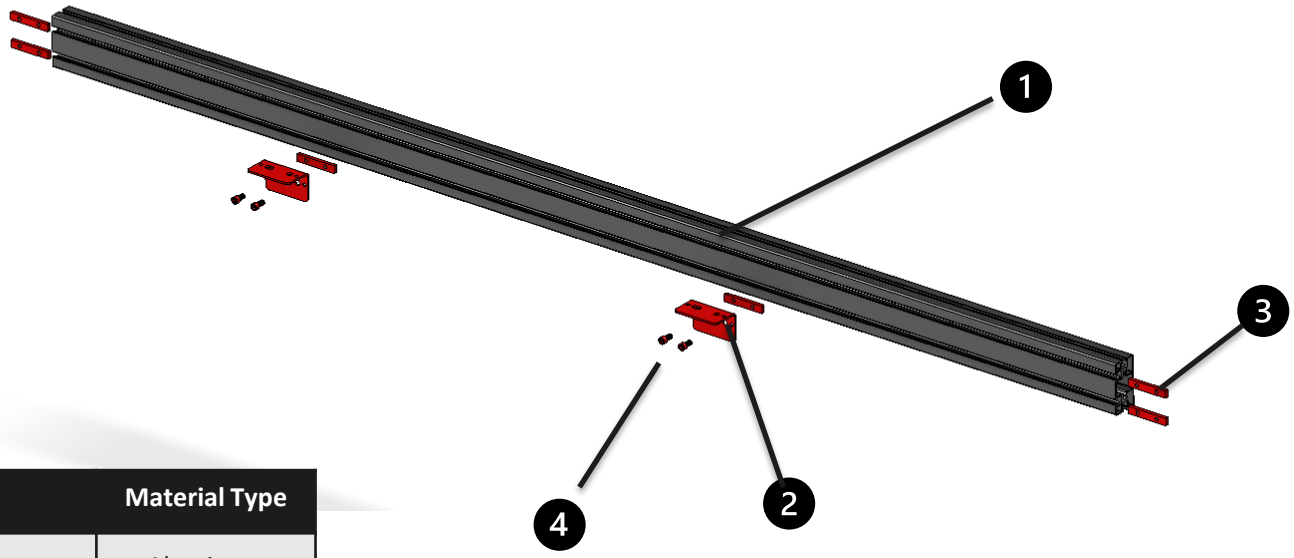


Item	Description	Material Type
3.1	Cap Screw	Steel

Beam Disassembly

Tools Needed:	A. PPE	B. Drill Driver	C. ¼" Hex Bit	D. Flat Head Screwdriver		

1. Use Allen Wrench to remove **Cap Screws** to release **Top Attachment Bracket** from **Beams**.
2. Tilt Beams to Remove **Clamp Bars.**



Item	Description	Material Type
4.1	Beam	Aluminum
4.2	Top Attachment Bracket	Steel
4.3	Clamp Bar	Steel
4.4	Cap Screw	Steel

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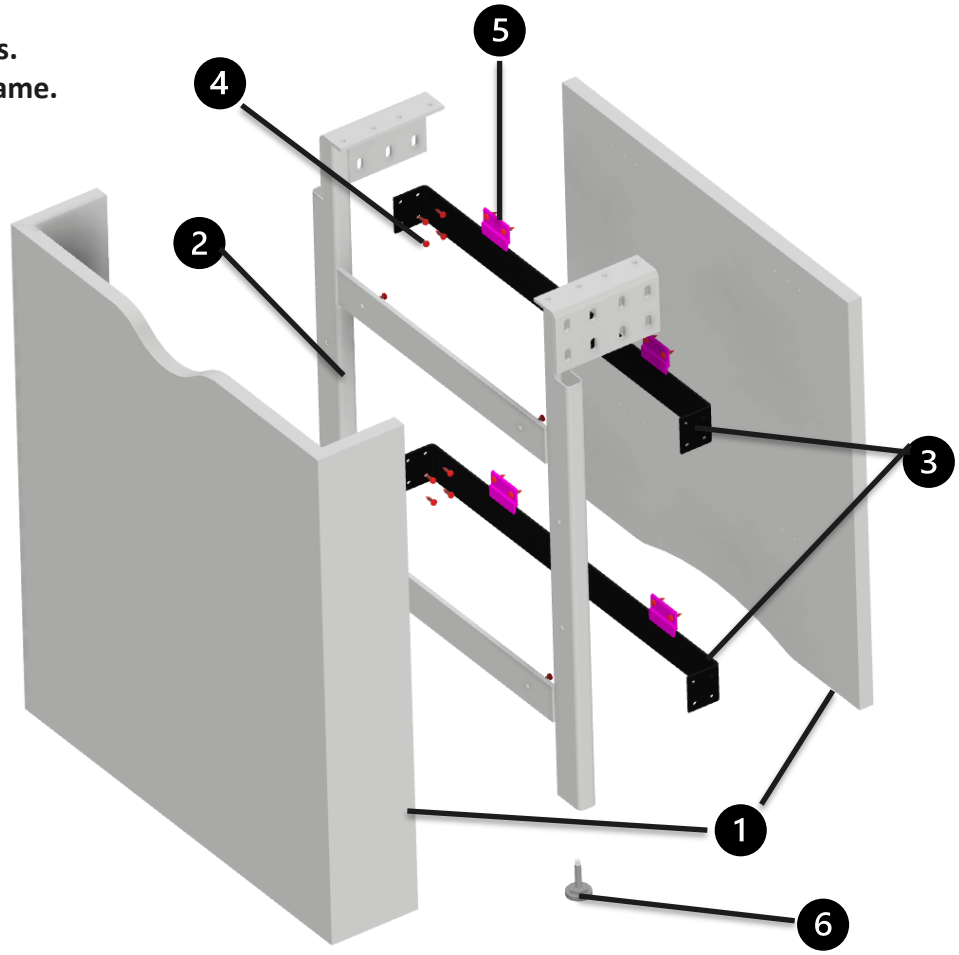
Rectangle Base Disassembly

Tools Needed:	A. PPE	B. Allen Wrench Set	C. Drill Driver	D. # 2 Phillips Bit		

1. Lift inside panel up from base to separate panel from the base then remove **Wood Screws** to release **Monarch Clips**.
2. Remove **Wood Screws** from side panels to release **Brackets.**
3. Remove **Wood Screws** from **Panel** to release from **Base Frame.**
4. Remove **Glides** from **Base Frame.**



Item	Description	Material Type
5.1	Base Panels	Wood
5.2	Base Frame	Steel
5.3	Bracket	Steel
5.4	Wood Screw	Steel
5.5	Monarch Clip	Aluminum
5.6	Glide	Varies

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Master Item List

Item	Description	Material Type
1.1	Wood Screws	Steel
1.2	Power Matrix	Varies*
2.1	Glass Top	Low Iron Glass
2.2	Sub Top	Painted MDF with Hardwood Rail
2.3	Bumpers	Rubber
2.4	Tight Joint Fasteners	Steel
2.5	Wood Screws	Steel
3.1	Cap Screw	Steel
4.1	Beams	Aluminum
4.2	Top Attachment Bracket	Steel
4.3	Clamp Bars	Steel
4.4	Cap Screw	Steel
5.1	Base Panels	Wood
5.2	Base Frame	Steel
5.3	Bracket	Steel
5.4	Wood Screw	Steel
5.5	Monarch Clip	Aluminum
5.6	Glide	Varies

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Disassembly Instructions

Flow NT Conference Table

Stone Top , Low Profile Perimeter Power,
Rounded Rectangle Base

Before Beginning Disassembly

1. Read through the entire instruction thoroughly
2. A minimum of 2 persons is required for this assembly
3. Tools needed for each step will be listed at the beginning of each step.
4. Ensure to use the proper Personal Protection Equipment when using tools and handling parts
5. Ensure that all contained electrical components have been disconnected from a power source
6. See Last Page for Master Item List and Materials

REQUIRED TOOLS	
Drill Driver	
#2 & #3 Phillips Bit	
Allen Wrench or Hex Bit Set	
Basic Tool Kit	

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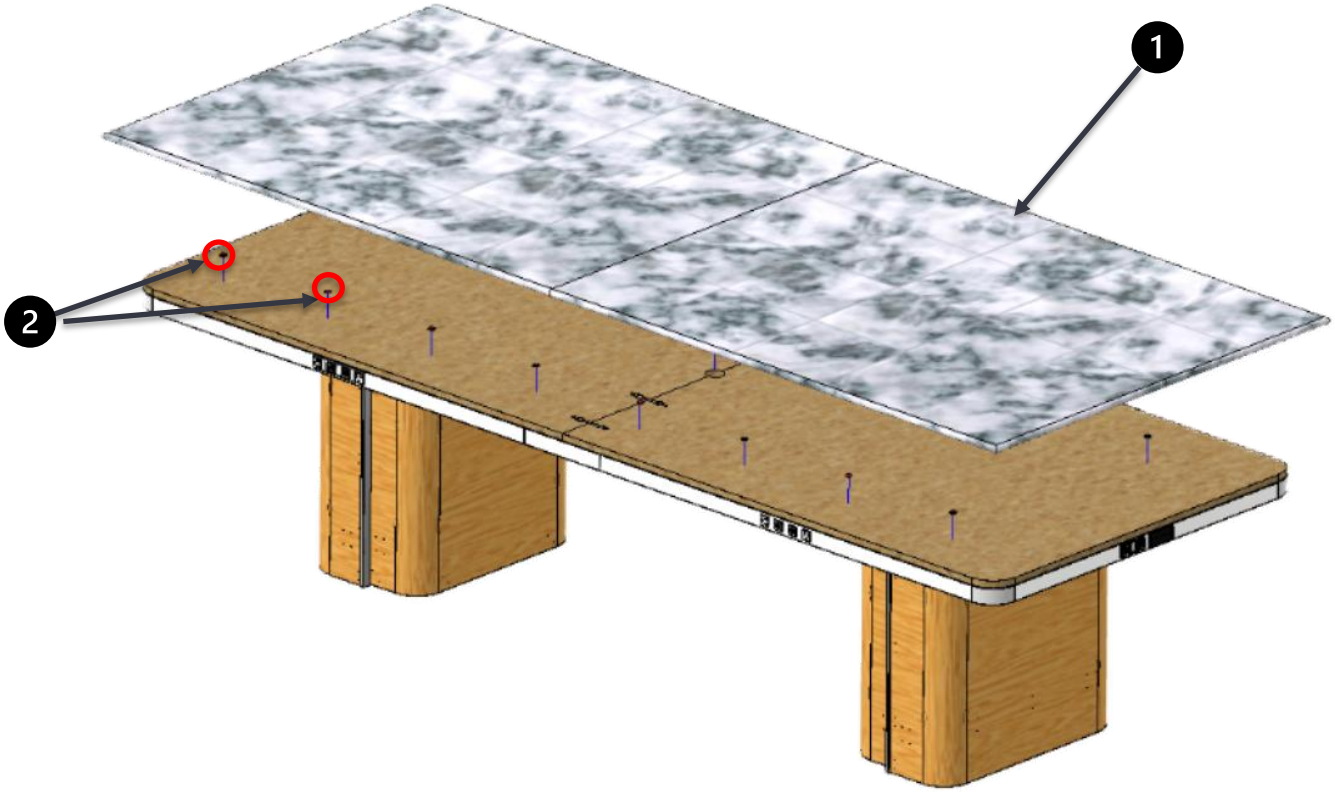
Top Removal

Tools Needed:	A. PPE	B. Drill Driver	C. # 3 Phillips Bit			

1. Remove **Stone Top.**
2. Remove **Bumpers** from **Sub Top.**



Item	Description	Material Type
1.1	Top	Stone
1.2	Bumpers	Rubber

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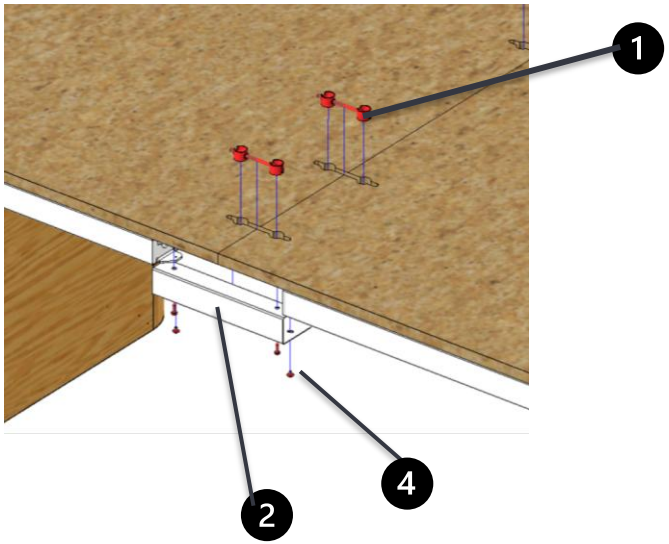
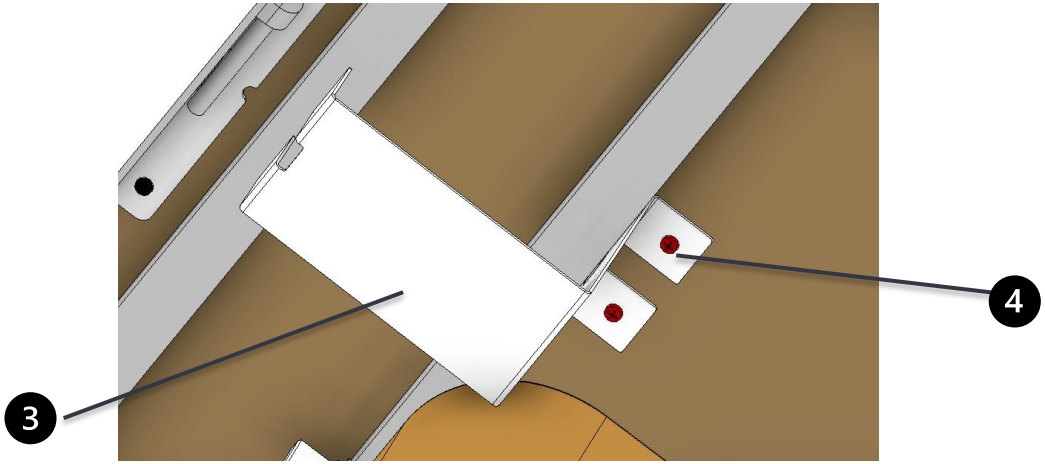
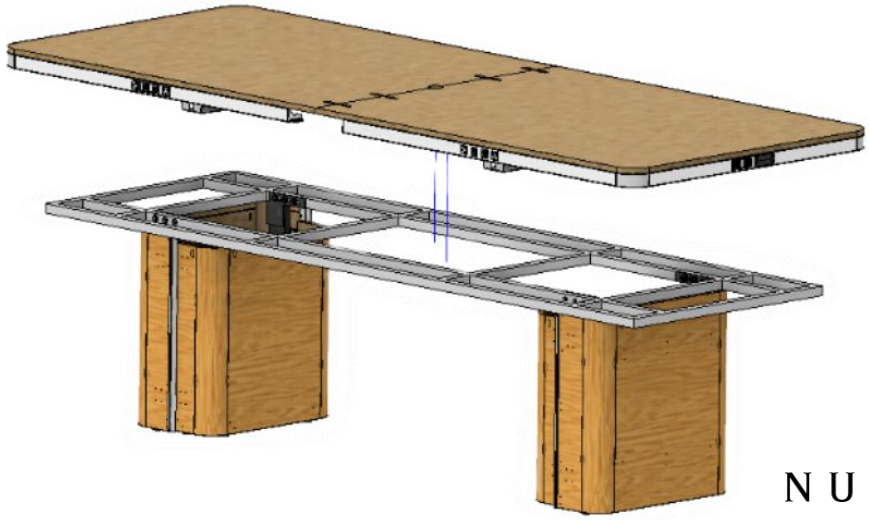
Sub Top and Power Removal

Tools Needed:	A. PPE	B. Drill Driver	C. # 3 Phillips Bit			

1. Remove **Wood Screws** to release **Power Bridge** and **Wire Managers**.
2. Remove **Tight Joint Fasteners** to split sub top.
3. Remove **Sub Top with Perimeter Power** from base frame.







Item	Description	Material Type
2.1	Tight Joint Fasteners	Steel
2.2	Perimeter Power Bridge	Steel
2.3	Wire Manager	Steel
2.4	Screw	Steel

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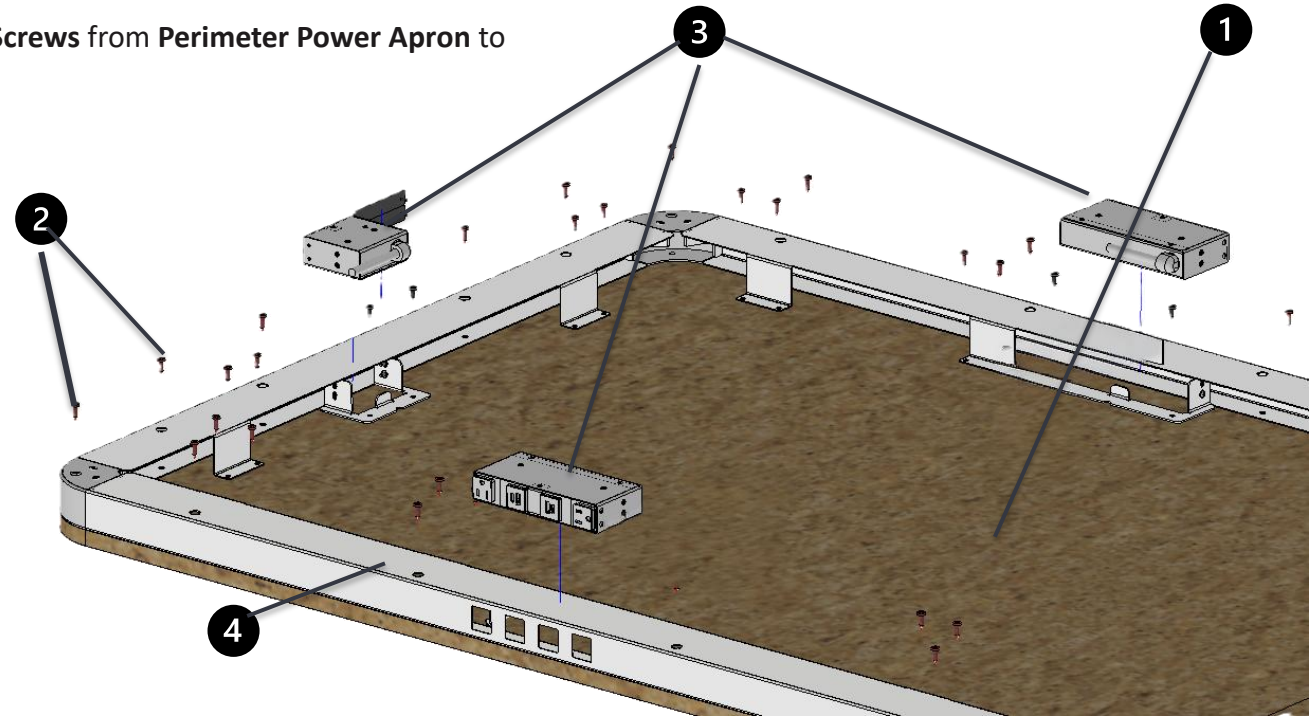
Sub Top and Power Removal

Tools Needed:	A. PPE	B. Drill Driver	C. # 3 Phillips Bit			

1. Remove **Wood Screws** from **Sub Top** to release **Perimeter Power Apron.**
2. Remove **Machine Screws** from **Perimeter Power Apron** to separate pieces**.**

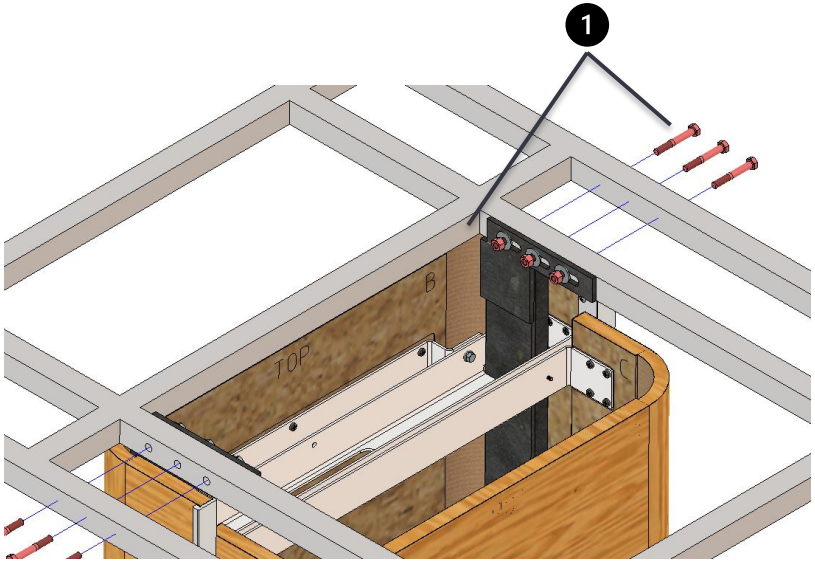


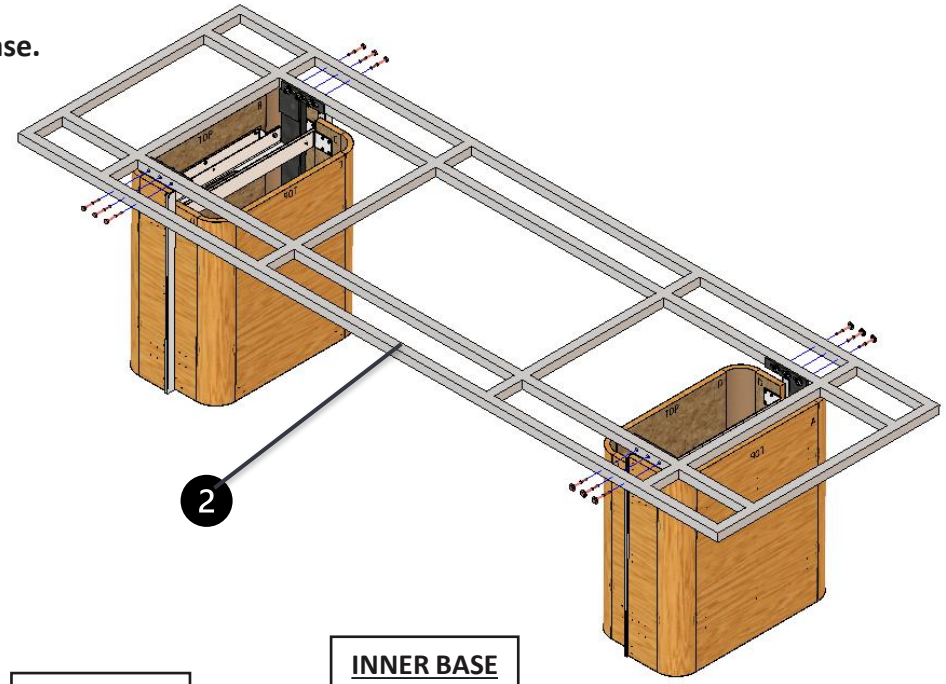
Item	Description	Material Type
3.1	Sub Top	Painted MDF
3.2	Screws	Steel
3.3	Power Units	Varies*
3.4	Perimeter Power Apron	Steel

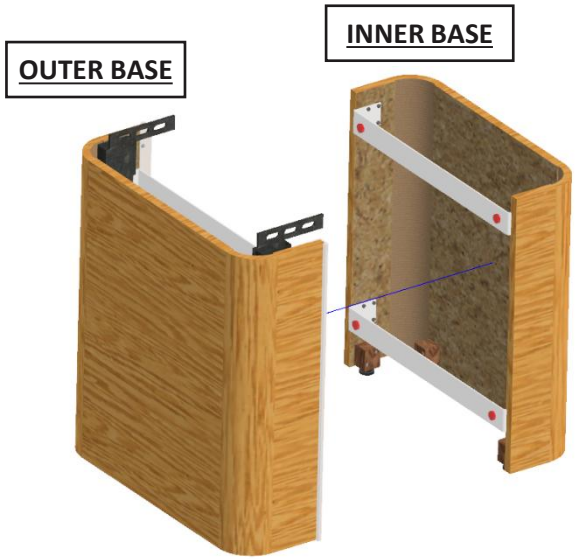
Beam and Base Separation

Tools Needed:	A. PPE	B. Drill Driver	C. ¼" Hex Bit			

1. Remove **Bolts, Nuts & Washers** that secure the **Frame** to each **Base.**
2. Remove **Frame** from **Rounded Rectangle Bases**.
3. Separate **Inner Base** and **Outer Base** for disassembly







Item	Description	Material Type
4.1	Bolts, Nuts, & Washers	Steel
4.2	Stone Frame	Steel

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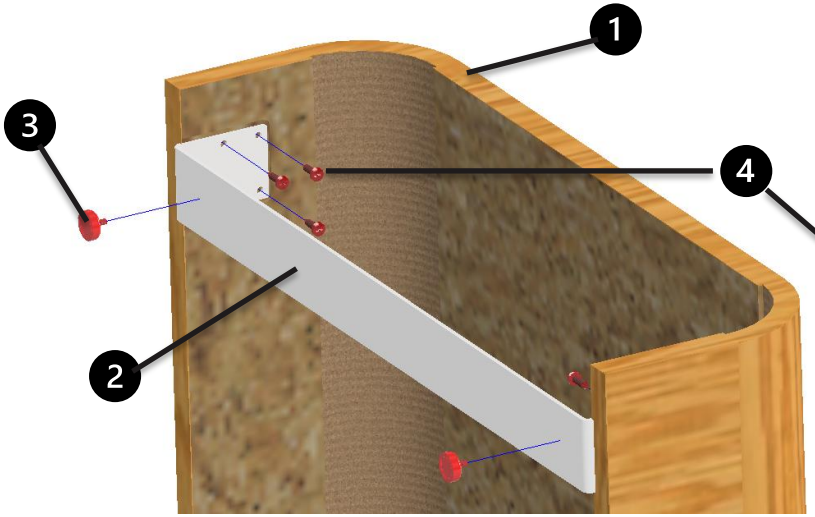
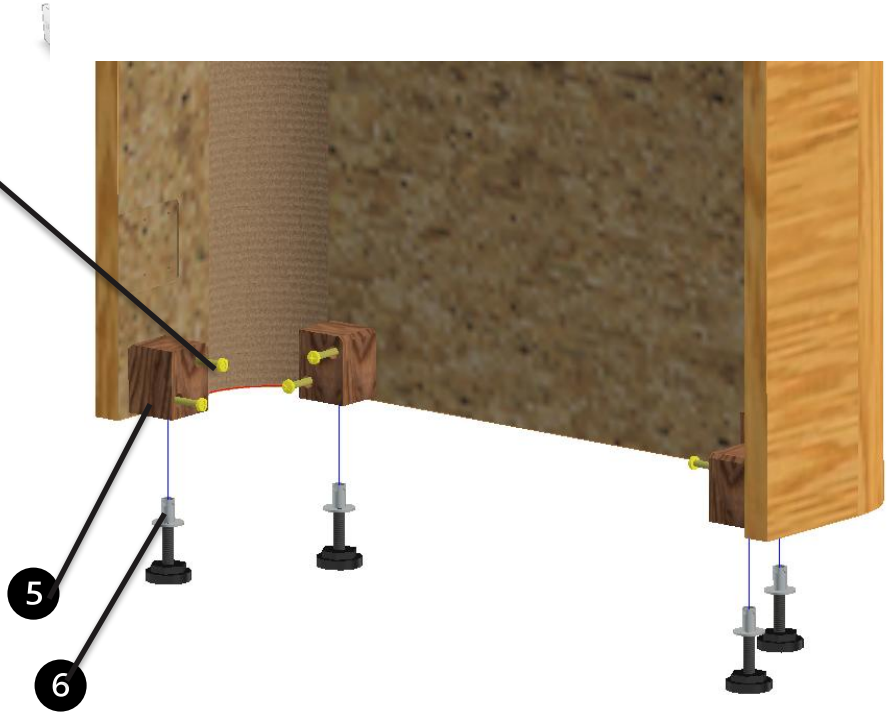
Inner Base Disassembly

Tools Needed:	A. PPE	B. Allen Wrench Set	C. Drill Driver	D. # 2 Phillips Bit		

1. Remove **Magnets** from **Brackets.**
2. Remove **Wood Screws** from side panels of **Inner Base Panel** to release **Brackets.**
3. Remove **Wood Screws** from **Inner Base Panel** to release **Hardwood Glide Blocks**.
4. Remove **Glide & Insert** from **Glide Blocks.**





Item	Description	Material Type
5.1	Inner Base Panel	Wood
5.2	Bracket (2)	Steel
5.3	Magnet	Nickel
5.4	Wood Screw	Steel
5.5	Hardwood Block	Hardwood
5.6	Glide & Insert	Varies

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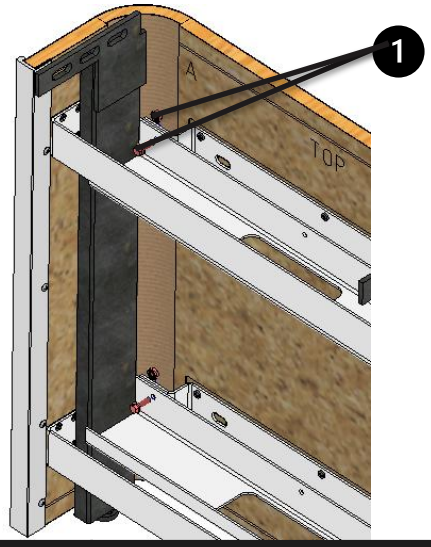
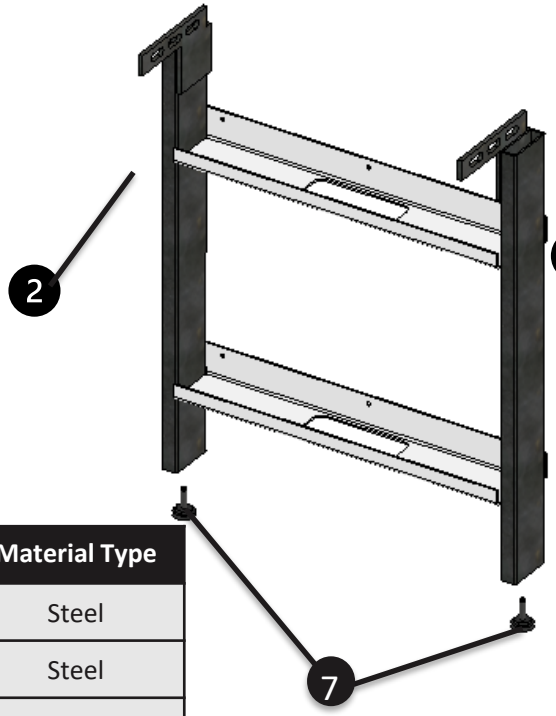
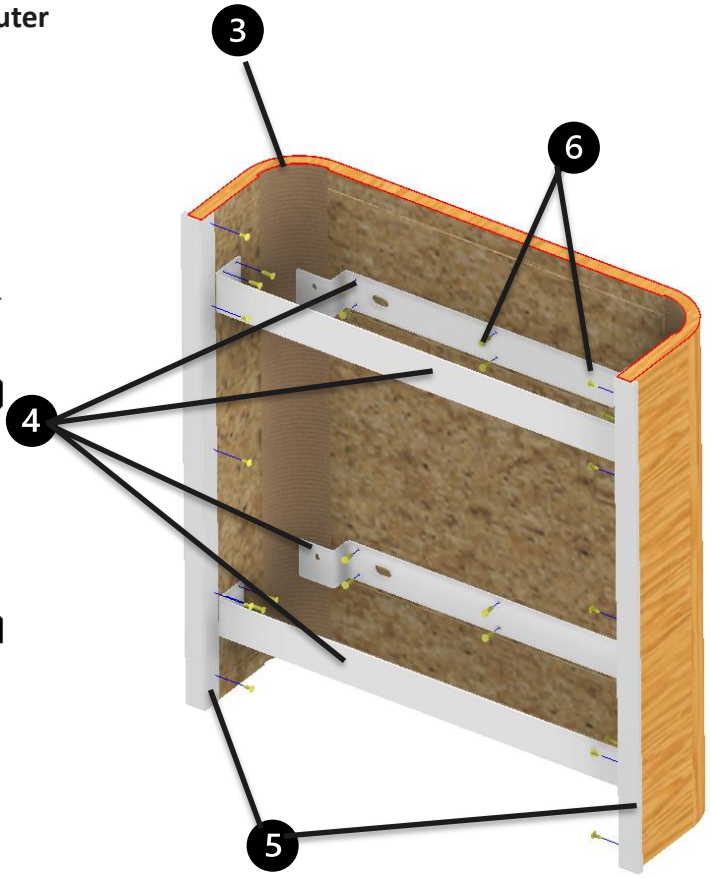
Outer Base Disassembly

Tools Needed:	A. PPE	B. Allen Wrench Set	C. Drill Driver	D. # 2 Phillips Bit		

1. Remove **Nut & Bolt** from **Frame Weldment & Bracket** to release and separate **Outer Base Panel** from **Base Frame**.
2. Remove **Glides** from **Base Frame**
3. Remove **Wood Screws** from **Outer Base Panel** to release **Brackets and Trim.**







Item	Description	Material Type
6.1	Bolt & Nut	Steel
6.2	Outer Base Frame Weldment	Steel
6.3	Outer Base Panel	Wood
6.4	Brackets	Steel
6.5	Base Trim	Aluminum
6.6	Wood Screws	Hardwood
6.7	Glide	Varies

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Master Item List

Item	Description	Material Type
1.1	Top	Stone
1.2	Bumpers	Rubber
2.1	Tight Joint Fasteners	Steel
2.2	Perimeter Power Bridge	Steel
2.3	Wire Manager	Steel
2.4	Screw	Steel
3.1	Sub Top	Painted MDF
3.2	Screws	Steel
3.3	Power Units	Varies
3.4	Perimeter Power Apron	Steel
4.1	Bolts, Nuts, & Washers	Steel
4.2	Stone Frame	Steel
5.1	Inner Base Panel	Wood
5.2	Bracket (2)	Steel
5.3	Magnet	Nickel
5.4	Wood Screw	Steel
5.5	Hardwood Block	Hardwood
5.6	Glide & Insert	Varies
6.1	Bolt & Nut	Steel
6.2	Outer Base Frame Weldment	Steel
6.3	Outer Base Panel	Wood
6.4	Brackets	Steel
6.5	Base Trim	Aluminum
6.6	Wood Screws	Hardwood
6.7	Glide	Varies

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