

## Preparing For Delivery

**Preparing the Space:** Please make sure that the rooms are clear and ready to go.

1. Flooring to be down & installed.
2. Paint & ceilings done.

For new offices installations...



GOOD 😊

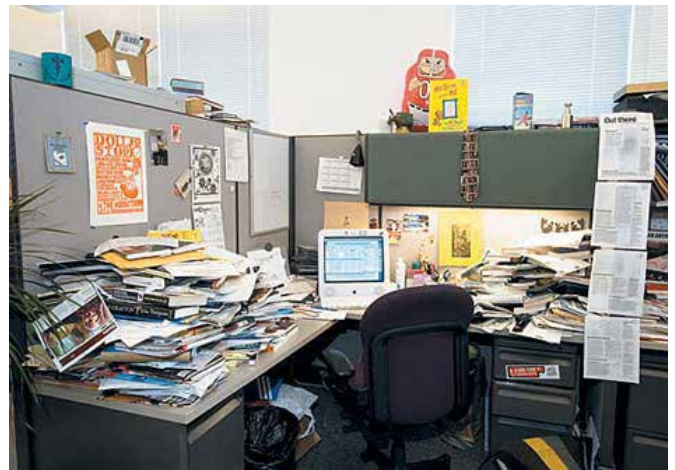


BAD 😡

For office reconfigurations...



GOOD 😊



BAD 😡

**Delivery Requirements (if you haven't checked already):**

Please verify delivery requirements such as freight delivery hours & reservation, masonite protection, Certificate of Insurance, Union labor requirements, etc. with your building management.

## Preparing for Electrical

**Electrical Capacity:** How much electricity will your office appliances consume?

As a rule of thumb, cubicle receptacles are not equipped to support high amperage equipments like large copiers and space heaters.

### Typical Power Usage by Common Office Furniture

*NOTE: Please check the amperage requirements that are identified on the UL labels of all office items requiring power.*

Personal Computer	3 AMPS	Small Inkjet Printer	3 AMPS
Notebook Computer	3 AMPS	Laser or LED	3 AMPS
17" Color Monitor	2~3 AMPS	36" Task Light	2 Bulb / Amp
21" Color Monitor	2~3 AMPS	48" Task Light	3 Bulb / Amp
Desktop Copier (1 circuit)	25 AMPS	Personal Space Heater	⊗
Console Copier	<b>30 AMPS</b>	Microwave	⊗



**Preparing an Electrician:** This is required if you are ordering electrified cubicles.

Electrical whip to be hard wired by a licensed electrician. This is usually provided by a General Contractor or by the client (buyer).

Pre-Installation Requirements:

The electrical distribution system is a 4-circuit, 8 wire modular system that can supply up to four circuits with single phase or three phase power. Each circuit is rated 125 volts, 20 amperes and can supply a maximum of 13 receptacles.

- Before starting the installation of the electrical distribution system, be sure to coordinate the final layout with the electrician to determine any prewiring to be completed prior to scheduling the installation.

*NOTE: Similarly the network wiring contractor must be coordinated for telecommunication cable, and computer cable supply points*

- Connection of electrical components to the building electrical supply must be made by a licensed electrician.



## Preparing for Electrical

**Base Infeed:** A hardwiring electrical connection from a wall, column, or floor.

To assure proper interconnection with the building sources in walls or columns, the panel selected for power entry must be within six feet of the building supply point. Power Connection to building requires a certified electrician.



6' Power Base Infeed  
8 wire, 4 circuit

Available as either left or right handed with a 6' flexible covered wiring (whip). The infeed will attach onto the power harness at either receptacle locations (left or right) by snapping into the receptacle housing. This allows maximum use of the whip length. The arrow on the right side of the infeed must be pointing up to connect it into the receptacle housing.



Left going left



Right going left



Right going right



Left going right

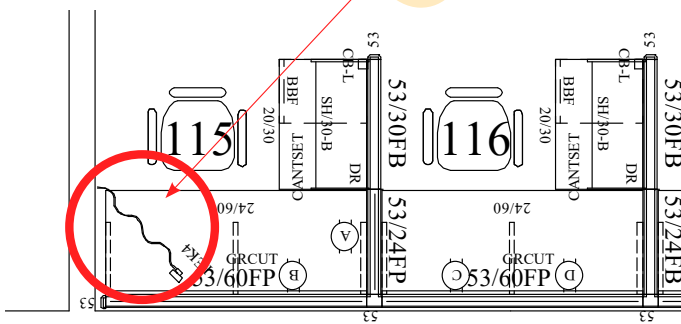


Left



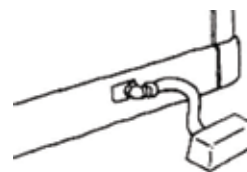
Right

base infeed on your furniture layout

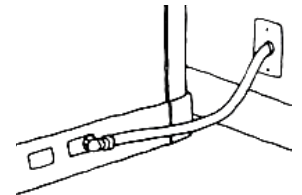


\*symbol may vary depending on cubicle manufacturer

Power From Floor



Power From Building Wall



Data Cables  
Base Infeed from floor core



Base Infeed from wall  
Data Cables



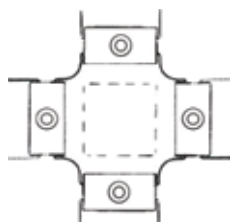
## Preparing for Electrical

**Ceiling Infeed:** A hardwiring electrical connection from the ceiling.

To assure proper interconnection with the building's wiring above a suspended ceiling, accessible ceiling tiles must be available immediately above the desired power entry point of the electrical distribution system plan. Building electrical supply junction boxes must be close to the ceiling supply point above the suspended ceiling.

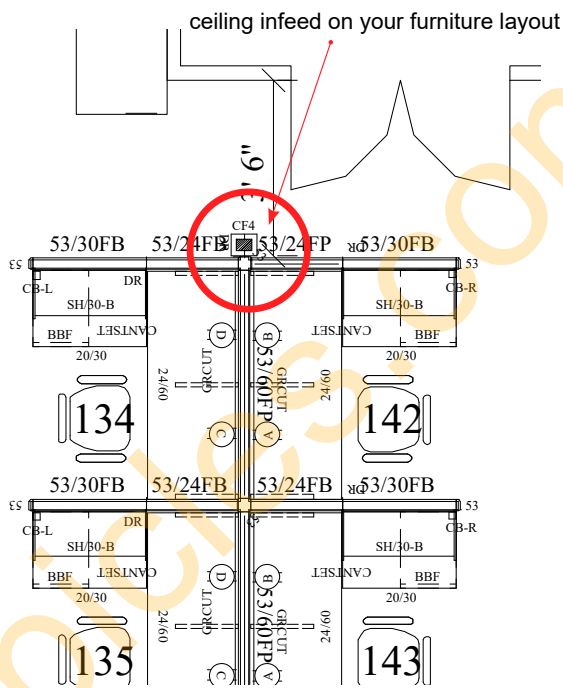


Ceiling infeed 2"x2" size



Attach by passing through a 3-way or 4-way Connector top caps must be cut to allow pass-through.

**OR:** Screw or tape to the side of an end cap, 3-way, or 4-way.



\*symbol may vary depending on cubicle manufacturer

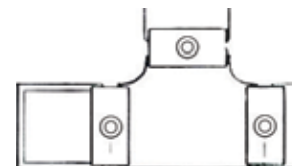


Ceiling infeed 3"x4" size

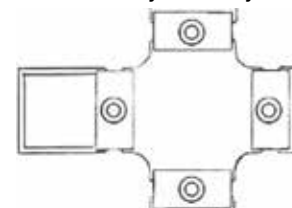
Place at the End of a Panel



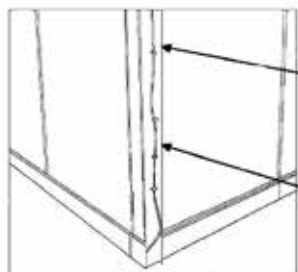
Convert a 2-Way to a 3-Way



Convert a 3-Way to a 4-Way



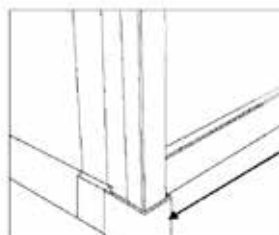
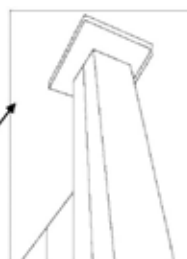
Attach by connecting pole hardware to panel or connector rail.



Ceiling Infeed Installed in Power Pole Case

- Power Pole includes:
- [1] 10" Piece Rigid Conduit
  - [3] Straps for Flexible Conduit
  - [1] 14' Ceiling Power Feed
  - [1] Top Trim
  - [1] Base Trim

Top Termination Trim For Ceiling



Bottom Trim for Power Pole

## Preparing for Electrical

**Electrical Diagram:** Graphical representation of an electrical circuit.

Please forward installation diagrams to your Electrician/Data Technician so they are prepared.

*Note: certain union buildings may have different regulations on who is approved to perform electrical duties; check with your building manager in advance*

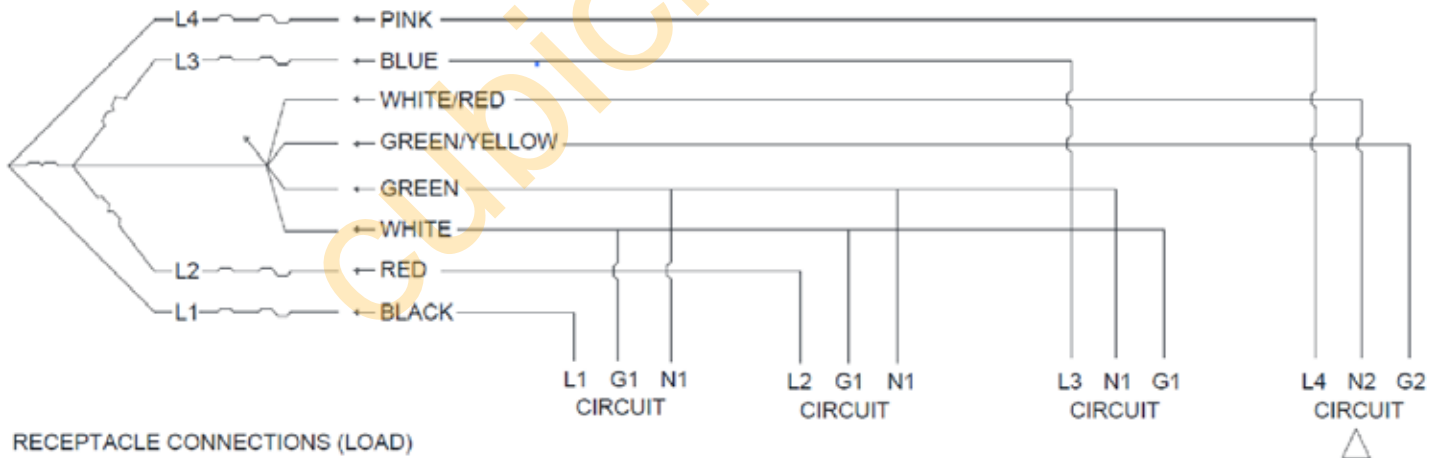
O2 cubicles run on an 8 Wire/4 Circuit system. Electrical circuits A, B, C & D are active with alternating current and must be tied to a Ground & a Neutral when powering. D is a dedicated circuit and must have a Isolated Ground and Isolated Neutral to power.



- White/Pink- Neutral Dedicated
- White/Blk Writing- Neutral Shared
- Green/Yellow- Ground Isolated
- Green- Ground Shared
- Pink- D
- Blue- C
- Red- B
- Black- A

CONNECTION TO A GROUNDED THREE-PHASE SYSTEM

RATING: 120/206v, 3-PH WYE, 60 Hz, 20 AMP (CSA 15 AMP) WHITE #1, WHITE #2 RATED AT 20 AMP (CSA 26 AMP) MULTIWIRED BRANCH CIRCUIT



**LEGEND**

- L1 = A Circuit
- L2 = B Circuit
- L3 = C Circuit
- L4 = D Circuit
- G1 = Ground 1
- G2 = Ground 2
- N1 = Neutral 1
- N2 = Neutral 2- Heavier Gauge Copper
- △ = Dedicated Circuit

## Preparing for Electrical

### **On installation day:**

You should have your Electrician present so they can do the hardwiring at the same time as our installers are building the cubicle work stations.

*WARNING: Installation of electrical components should be done by a licensed electrician. Disconnect power prior to servicing the system. Failure to do so can result in electric shock and/or personal injury.*



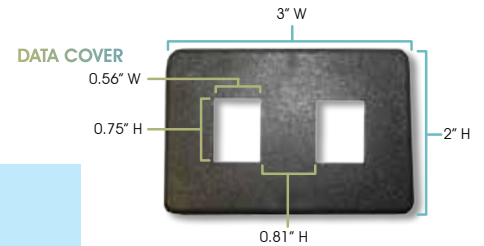
The furniture installers will take care of the electrical wiring within the cubicles, and your electrician will need to connect/hardwire them into the building's power.

## Preparing for Data Wiring

### **Data Wiring:** How many wires will you need to run?

Data cables (low voltage wiring) will need to be run by a data technician.

The cubicles will not be supplied with data jacks & wires. They just come with data covers.



Depending on the # of cables you need to run, you can select between 2 panel types.



Powered Thick Base Panel- up to [30] CAT 5 cables  
Non-powered Thick Base Panel- up to [60] CAT 5 cables



Powered Thin Base Panel- up to [15] CAT 5 cables  
Non-powered Thin Base Panel- up to [30] CAT 5 cables

If using power poles...



3"x4" Power Pole Capacity- [60] CAT 5 with power harness  
3"x4" Power Pole Capacity- [70] CAT 5 cables (no power harness)



2"x2" Power Pole Capacity- [30] CAT 5 with power harness  
2"x2" Power Pole Capacity- [35] CAT 5 cables (no power harness)

### **Preparing a Data Technician:**

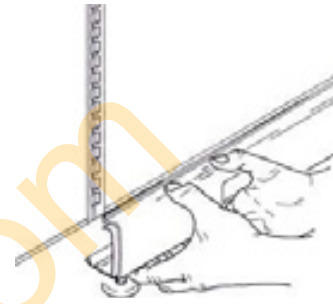
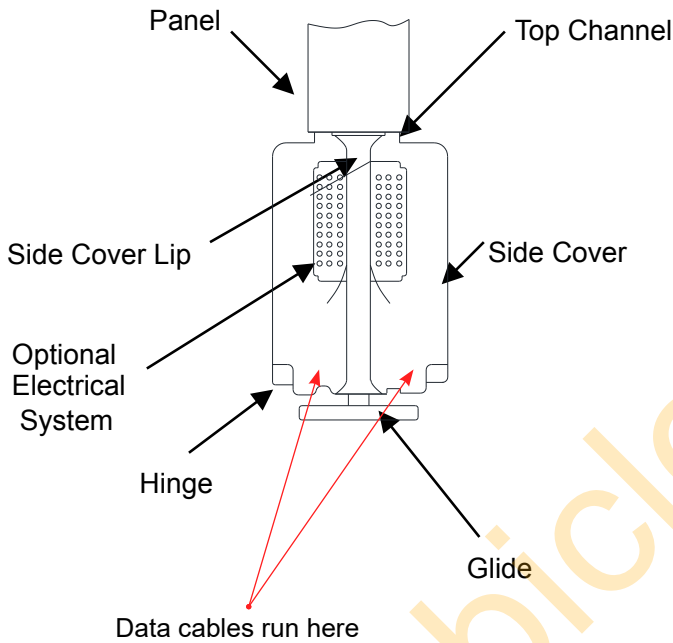
Client to provide data technician to route cabling (aka low voltage, telephone, cabling, data lines). It is recommended the data technicians review the final layout to determine any prewiring to be completed prior to scheduling the installation.

## Preparing for Data Wiring

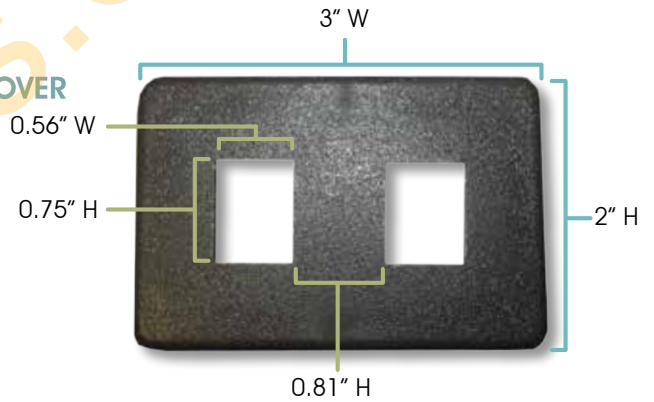
### On installation day:

You should have your Data Technician present so they can run their data/cables through the panel raceways at the same time as our installers are building the cubicle work stations.

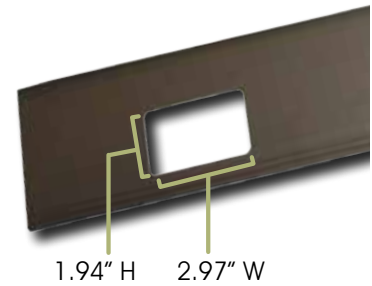
It's also a huge help to already have the data cables pulled in the proper locations so it's easier for your IT person once the cubicles have been built.



### DATA COVER



### V1 POWER WITH DATA PUNCH OUTS



### V2 POWER WITH DATA PUNCH OUTS

