

Missing Parts? Assembly Questions?

Call us at 1-866-816-3822 or email help@regencyof.com for immediate assistance.

REGENCY

RGS
FURNITURE

ACT9648XXXX

Array 96" Conference Table with
Power Data Grommet

ACT12048XXXX

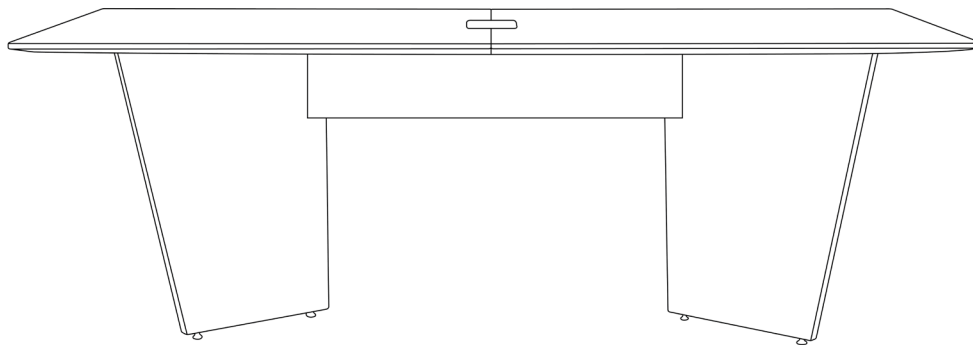
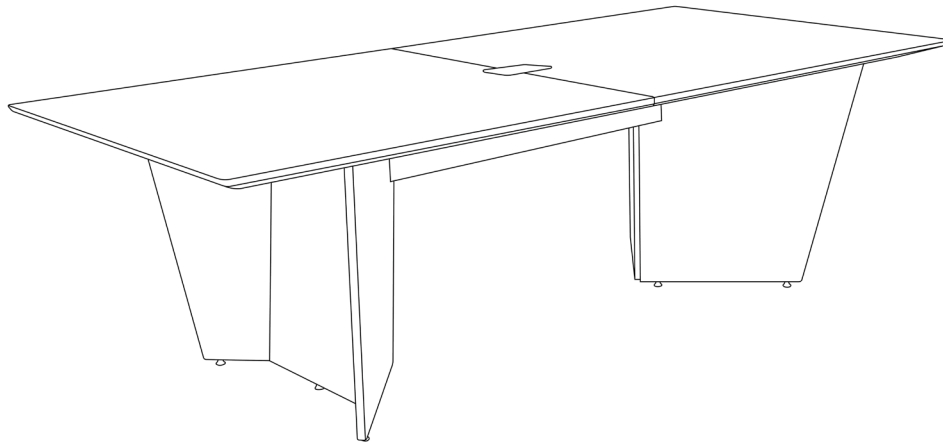
Array 120" Conference Table with
Power Data Grommet

VC-CT9648XXXX

Vector 8' Conference Table with
Power Data Grommet

VC-CT12048XXXX

Vector 10' Conference Table with
Power Data Grommet



IMPORTANT NOTICE:

Place all wooden parts on a clean and smooth surface such as a rug or carpet to avoid scratching the parts.

Check to be sure that you have all parts and hardware.

Remove all wrapping materials, including staples & packing straps before you start to assemble.

Keep all hardware parts and packaging out of reach of children.

Two person assembly recommended.

Product Care and Usage

Thank you for choosing Regency.

This piece of furniture was manufactured by Regency Seating Inc. With minimal care, your furniture will provide you years of quality service. Your satisfaction is important to us. If you need assistance with any of the below instructions, please contact our customer service department at 866-816-9822 or email us at customerservice@regencyof.com.

General

Your furniture should be dusted frequently using a soft, dry, lint-free cloth, dusting with the direction of the wood grain. Do not use chemicals or abrasive materials to clean surfaces. Regency also recommends the use of desk pads/ mouse pads for high use areas to protect finishes.

Care of Laminate/ Wood/ Veneer Surfaces

Gently wipe the surface to remove any surface dust. Clean with a damp cloth and dry with a lint-free cloth. Do not use furniture polish that contains waxes and oils. Do not use bleach-based cleaners on laminate as it may cause discoloration. While laminate is durable and easily cleaned, avoid using hard bristle brushes which may scratch the laminate surface. Avoid sliding objects over the surface to prevent scratching. The use of coasters is recommended to prevent stains from liquids.

Care of Metal Surfaces

Wipe smooth powder coat finishes and textured metals with a damp cloth. For stubborn stains and grease marks, use soap and water.

Care of Leather/ Vinyl Surfaces

Dust only with a clean, dry, lint-free cloth. Do not use polish, wax, or liquid cleaner.

Care of Fabric Surfaces

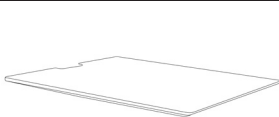
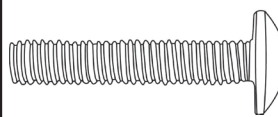



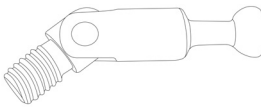
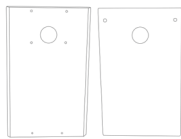

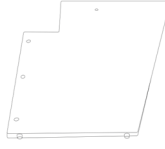

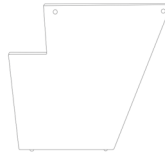
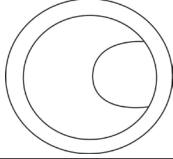
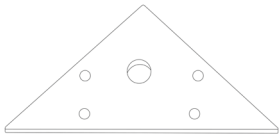
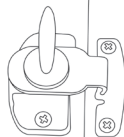
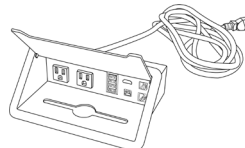
Regularly clean your fabric with a vacuum or light brush. For spills, use a damp sponge to blot area. Follow up by blotting with a dry, clean towel. Let air dry. Do not rub or scrub. Heat should never be used when cleaning spills or stains. It can cause stains to set and become permanent.

Care of Plastic/ Polypropylene Surfaces

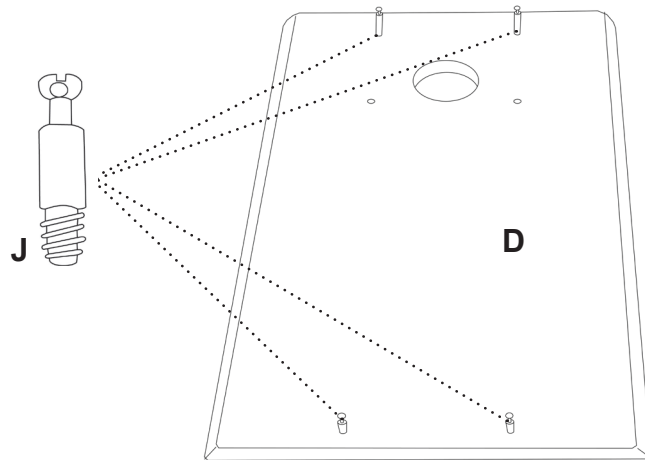
Clean with a mild soap-and-water solution applied to a clean, lint-free cloth. Gently wipe the surface to remove any surface dust. Wipe dry with a new, clean, lint-free microfiber cloth

Care of Hardware

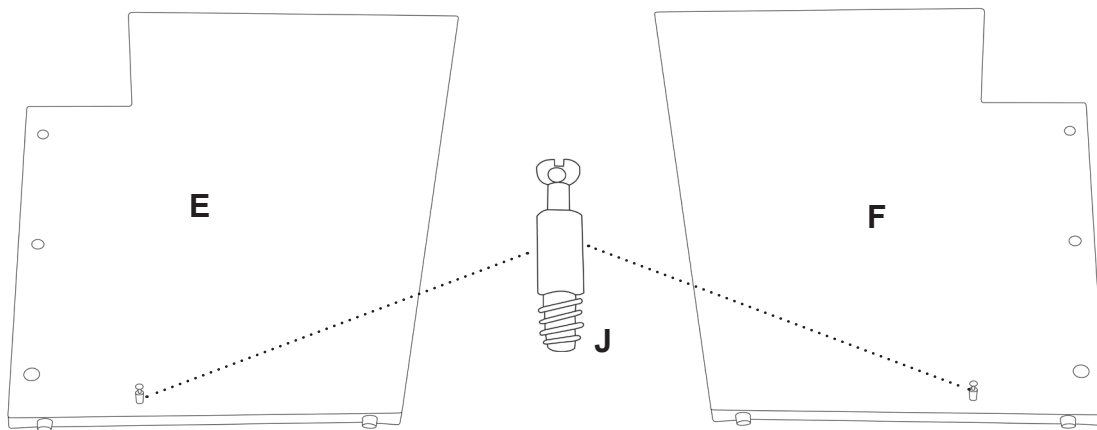
Regularly tighten all nuts, bolts and fasteners. Inspect all joints and fittings to be sure that all are secure. Check and report missing hardware or loose joints.

#	Part	Qty	Image	#	Part	Qty	Image	
A	Table Top	2		I	Screws	10		
B	Bottom Stringer	1		J	Cam Pin	38		
C	Side Stringer	2		K	Pivoting Cam Pin	4		
D	Front Leg Panel	2		L	Cam Locks	42		
E	Left Leg Panel	2		M	Bracket	4		
F	Right Leg Panel	2		N	Cord Port Cover	2		
G	Support	2		O	Sash Lock			
H	DPEL	1		Included: Allen Wrench & Hole Cover Stickers				

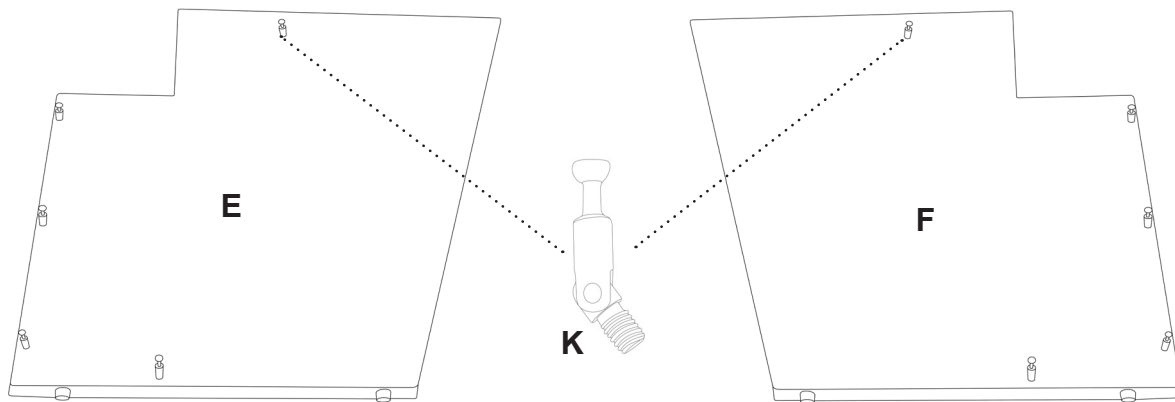
Step 1: Screw Cam Pins (J) into top and bottom two rows of holes on the inside of the Front Leg Panel (D).



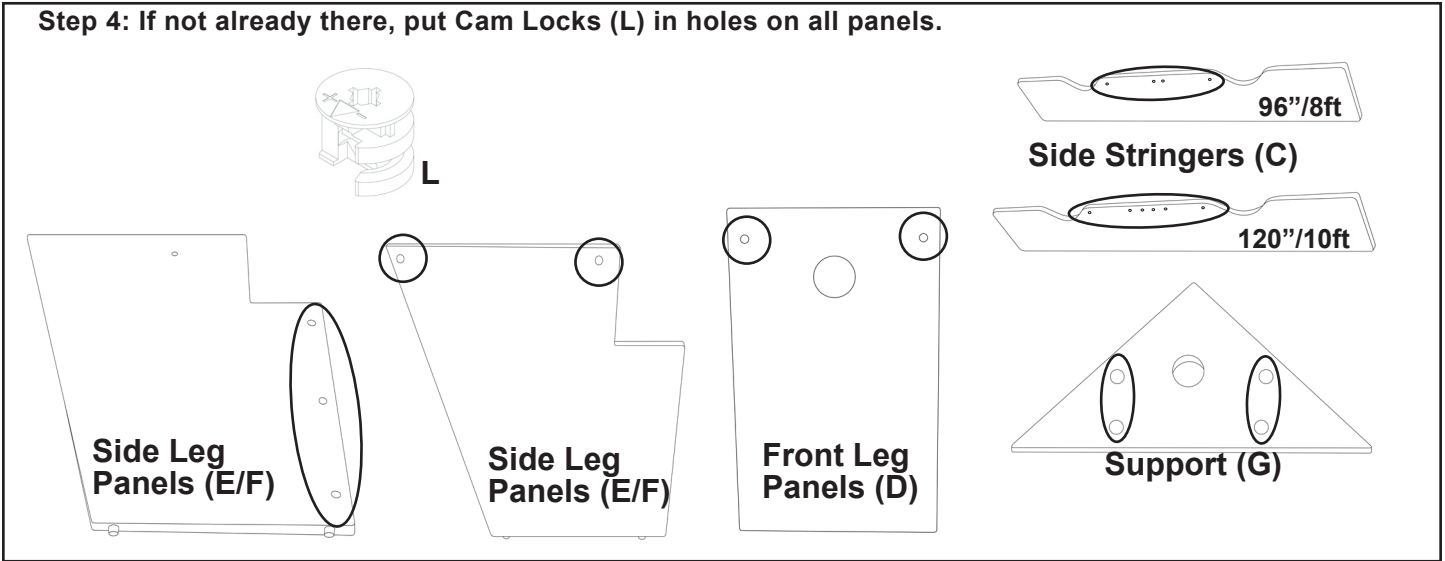
Step 2: Screw Cam Pin (J) into the bottom hole on the inside of the Left Leg Panel (E) and Right Leg Panel (F).



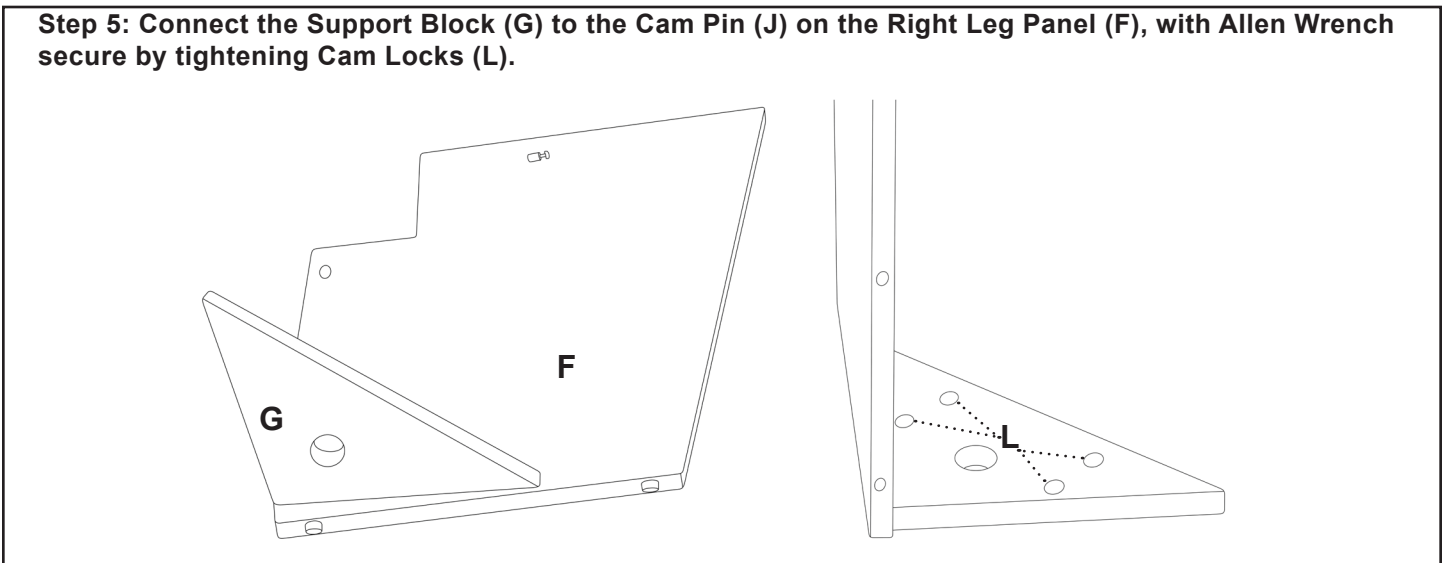
Step 3: Screw in the Pivoting Cam Pin (K) to the top hole on the inside of the Left Leg Panel (E) and Right Leg Panel (F).



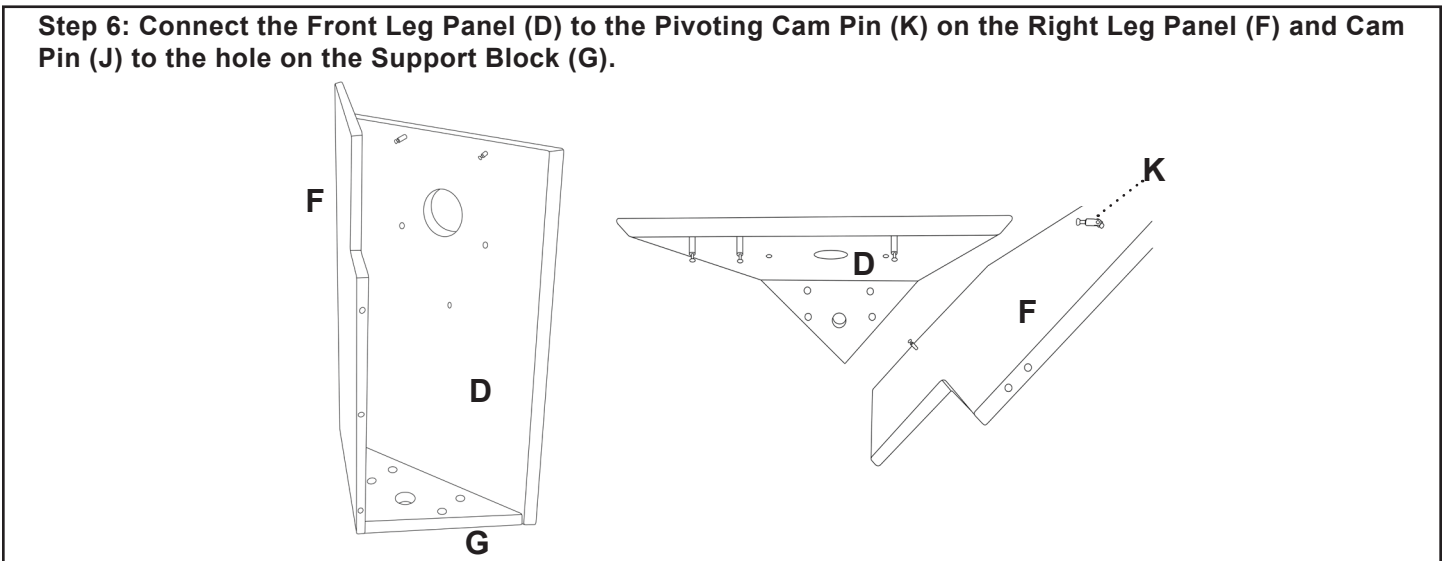
Step 4: If not already there, put Cam Locks (L) in holes on all panels.



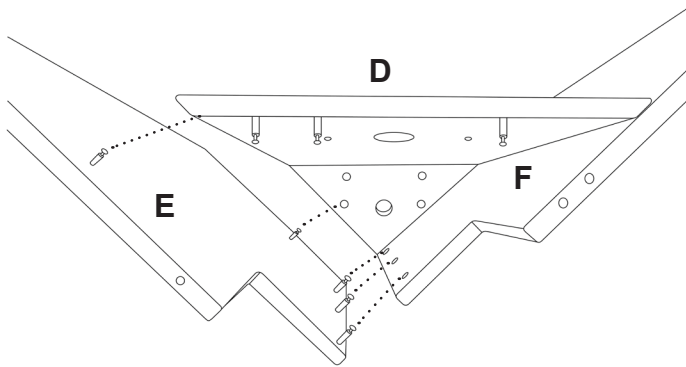
Step 5: Connect the Support Block (G) to the Cam Pin (J) on the Right Leg Panel (F), with Allen Wrench secure by tightening Cam Locks (L).



Step 6: Connect the Front Leg Panel (D) to the Pivoting Cam Pin (K) on the Right Leg Panel (F) and Cam Pin (J) to the hole on the Support Block (G).



Step 7: Connect the Left Leg Panel (E) to the Assembled Right Leg Panel and Front Leg Panel (F&D).

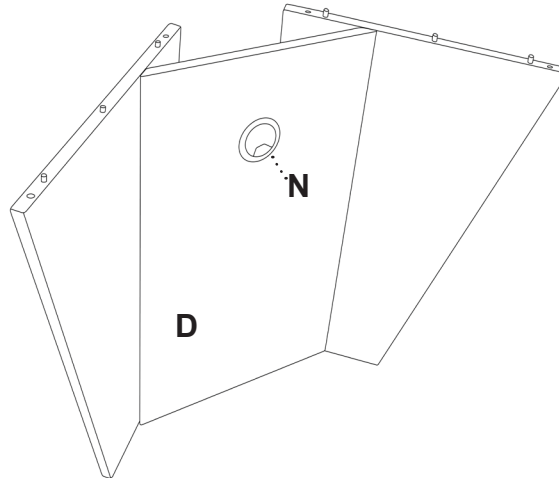


The Cam Pin (J) on the Left Leg Panel (E) connects to the Support Block (G).

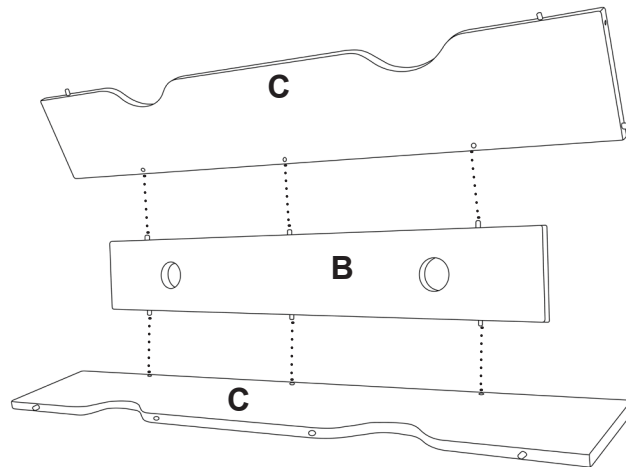
The Pivoting Cam pin (K) on the Left Leg Panel (E) connects to the Front Leg Panel (D).

The 3 Cam Pins (J) on the Left Leg Panel (E) connect into the three holes on the edge of the Right Leg Panel (F).

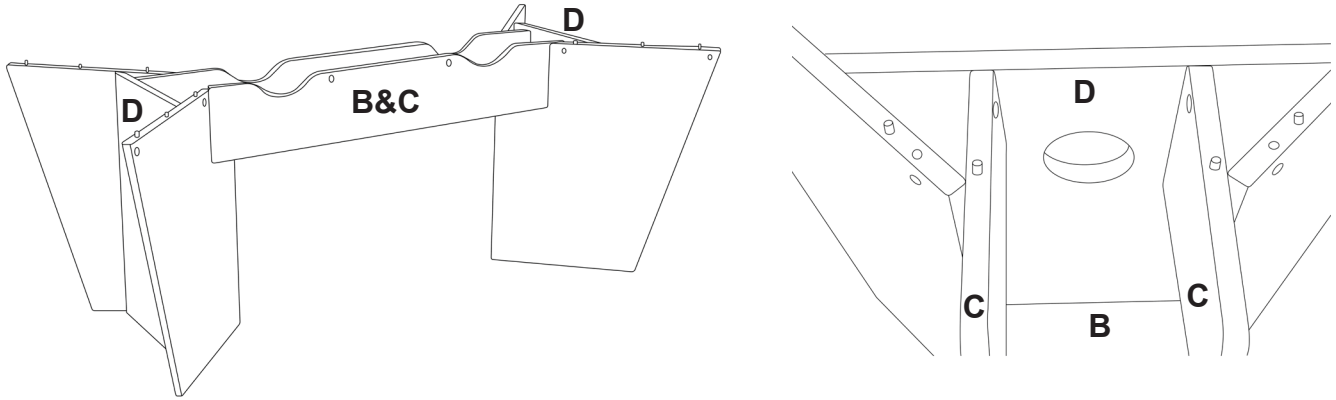
Step 8: Place the Cord Port Cover (N) into the front of Front Leg Panels (D).



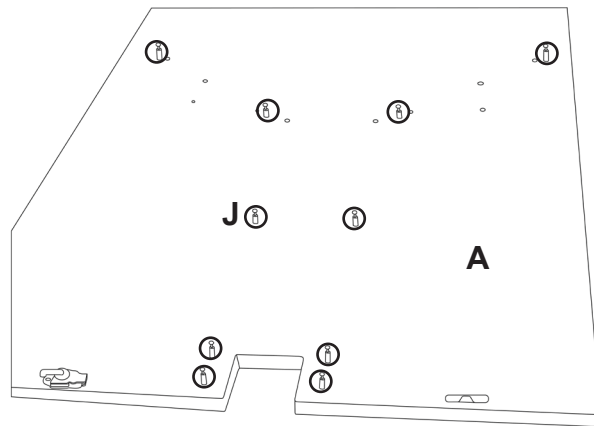
Step 9: Connect the Stringer Bottom (B) to the corresponding holes on the Stringer Sides (C).



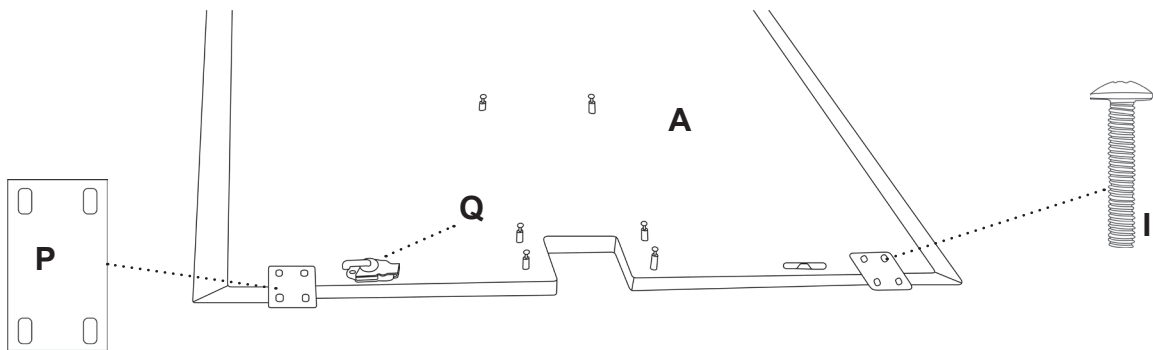
Step 10: Connect the completed Stringer (B&C) to the completed legs by connecting the Cam Pins (J) on the back of the Front Leg Panels (D) to the holes on the side of the stringer. Secure by tightening Cam Locks (L).



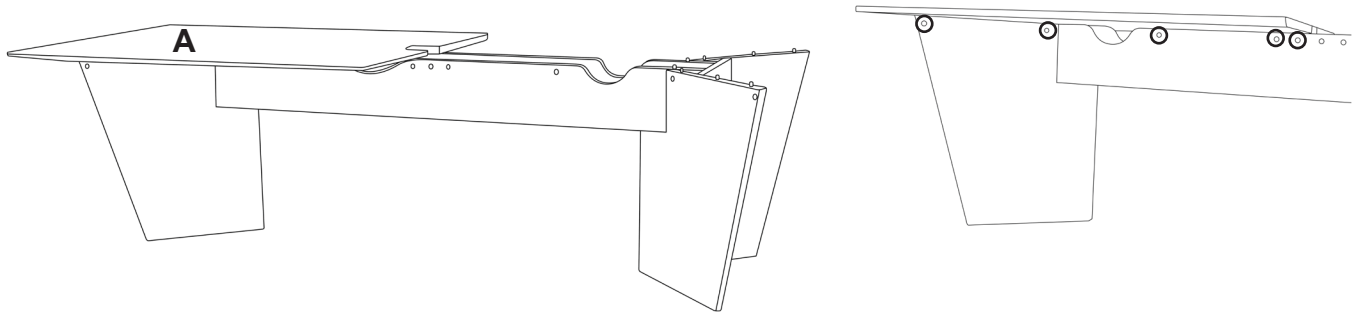
Step 11: On the bottom of each Table Top Half (A), Screw in Cam Pins (J) in holes specified Below:



Step 12: Use Screws (I) to secure Brackets (P) to the bottom of one of the Table tops (A) nearest the outside of the Sash Locks (Q).

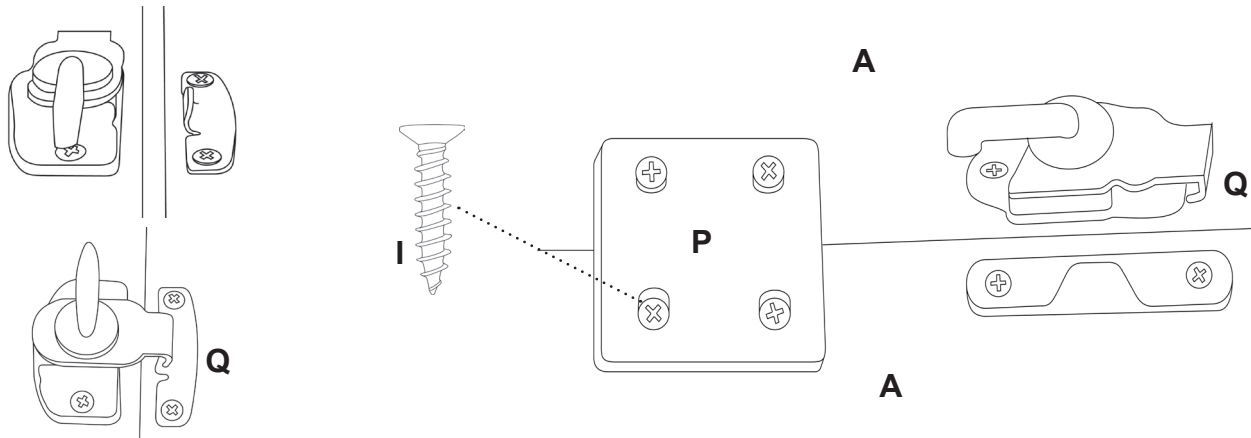


Step 13: Place the Table Top Half (A) with the brackets on to the assembled base. Tighten the corresponding Cam Locks (L) on the base to secure table top half in place. Repeat on other side.

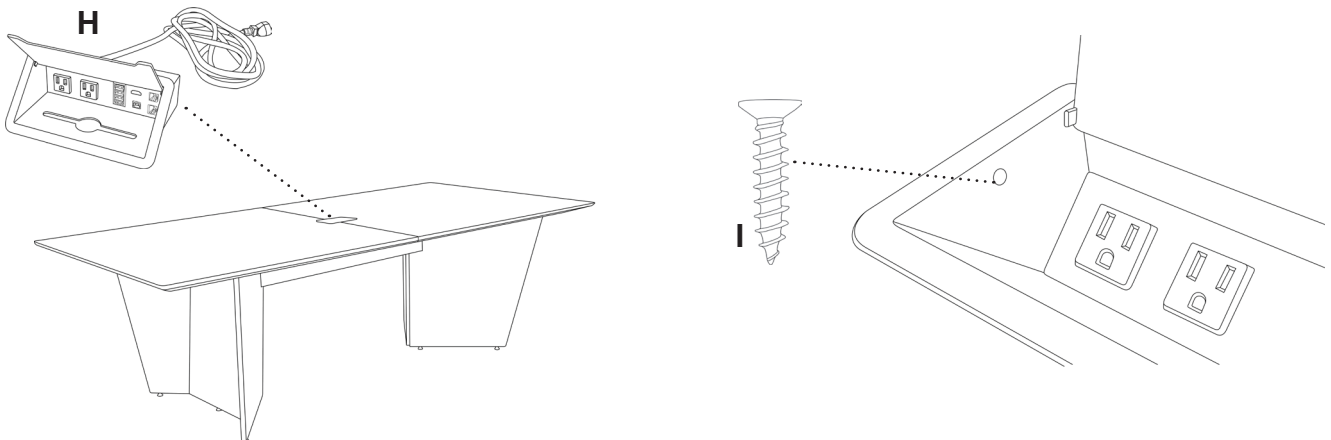


NOTE: Stringers on 96" / 8ft and 120" / 10ft Table will have a different number of Cam Locks. There may be extra parts.

Step 14: On the underside of the completed table, secure the table tops together by screwing the Brackets (P) to the second Table Top Half (A) with the Screws (I). Latch the Sash Locks (Q) on the underside of the table together for maximum stability.



Step 15: Insert DPEL (H) using Screws (I) and Phillips screwdriver.





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