



Assembly Instructions

TORO Drafting Table

Grey Laminate Tops

Before you begin, please make sure all parts and proper quantities are included. (See Part Identifier Key) Any parts damaged during shipment must be reported within 24 hours of receipt. To report information regarding damages or if you have any questions, please call 800.242.2303.

Step 1:

- Place TORO frame down on a clean and flat surface with tabs facing up.

Step 2:

- Place both of the scissor jacks down on the middle cross bar aligning with the pre-drilled pilot holes.
- Using a # 2 Phillips, secure the scissor jacks to the middle frame with four, 8-32 x 1/2" flat head machine screws.

Step 3:

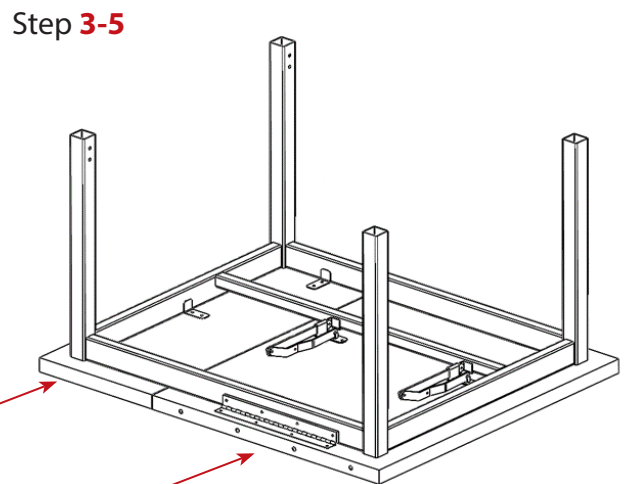
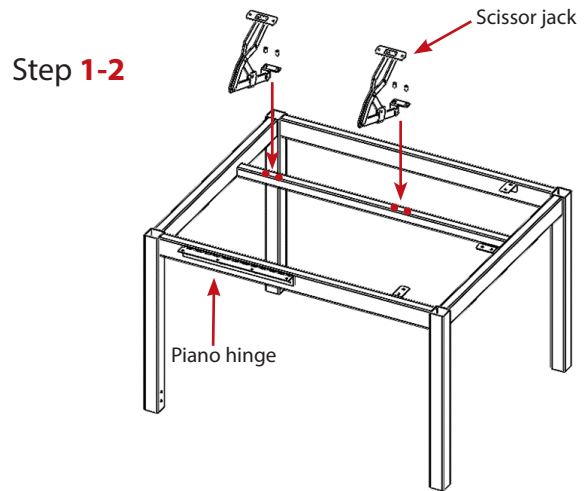
- Place both of the TORO tops facing down on a protected flat surface so pre-drilled pilot holes are facing up. See images to the right and below for the proper placement for each of the tops.

Step 4:

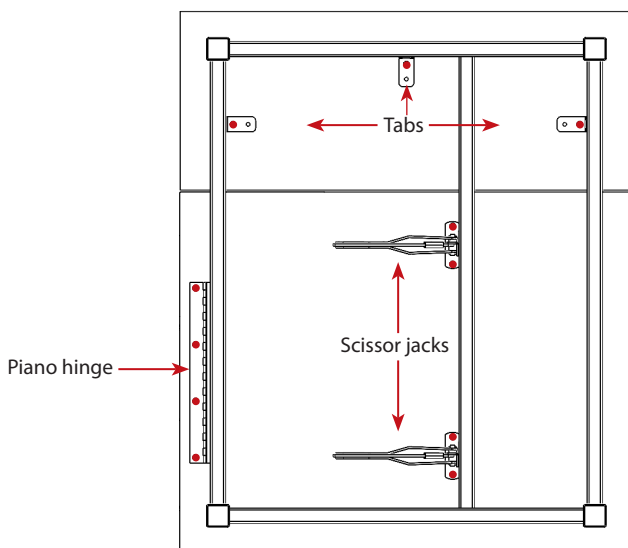
- Place TORO frame that you just assembled in Steps 1-2, down on the TORO tops and align with the pre-drilled pilot holes with the three tabs, scissor jacks and the piano hinge.
- Please use image below for all eleven locations of the pre-drilled pilot holes which are marked with a red dot.

Step 5:

- Using a # S2 square bit, secure frame, scissor jacks and piano hinge to the table tops with #10 x 3/4" square pan screws. You will use one screw per tab, two screws per scissor jack and four screws for the piano hinge.



Bottom View of the Table



Tools Required

- 4mm Hex Wrench
- Screw Gun
- # 2 Phillips

V122320 subject to change.

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Step 6:

- Locate TORO inserts. Remove M6 screws and #12 star washers from the insert using a 4mm hex wrench.

Step 7:

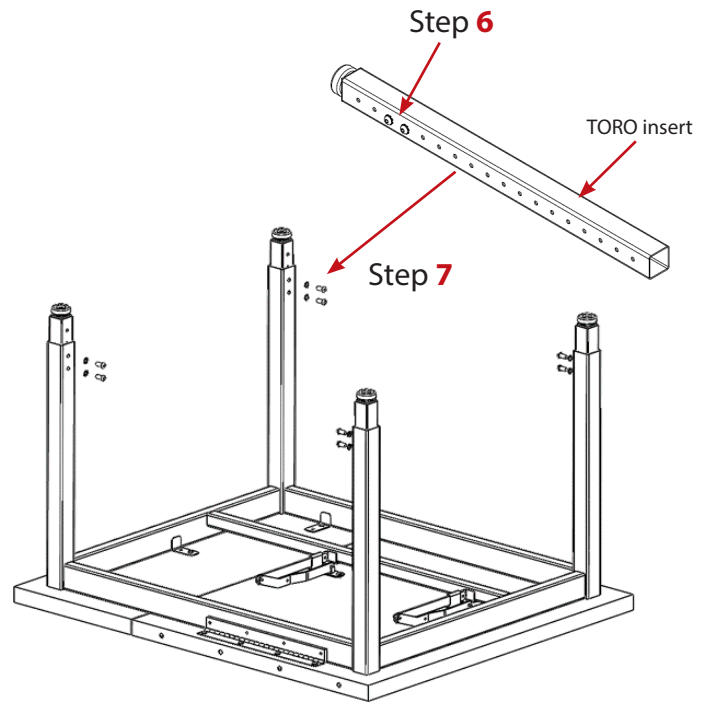
- Place insert into TORO frame and once desired height is attained, place #12 star washer and M6 screw through the hole and tighten with a 4mm hex wrench. Repeat with the 2nd star washer and M6 screw.
- Repeat Step 6 for the remaining inserts.

Step 8:

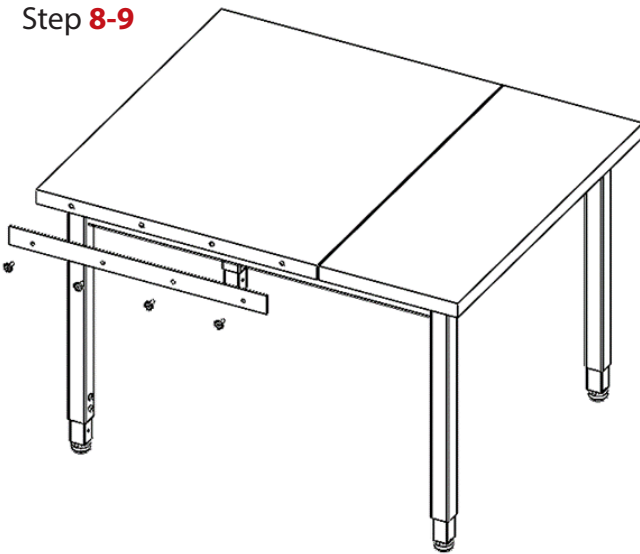
- With someone's help, turn table upright.

Step 9:




- Locate pencil ledge and align with the threaded inserts located on the front edge of the larger top.
- Using a screw gun and a 4mm Hex bit, secure pencil ledge to the top with 1/4"-20 x 20mm joint connector bolts.





Step 8-9



Part Identifier Key

Part #	Description	Qty.	
0409970	8-32 x 1/2" flat head machine screws <i>(Used to attach scissor jacks to middle cross bar.)</i>	4	
0408231	#10 x 3/4" Square pan screws <i>(Used to attach frame, scissor jacks and piano hinge to the top.)</i>	11	
0404228	1/4"-20 x 20mm joint connector bolts with loctite <i>(Used to attach pencil ledge to top)</i>	4	

3" Heavy Duty Caster Hardware Pack (0402020) Used only with 1.5" adj. legs (-ADJ)

04067460	1/4" Star washers	4 per set	
0401259	M6 1x14 screws <i>(Used in leg insert to prevent bending of the leg insert)</i>	4 per set (Included in Hardware Pack located in leg box as standard. Discard if casters are not installed.)	

Assembly Instructions

TORO Drafting Table

w/ Casters & Glides

Step 1:

- Remove Nylon glide from leg by rotating counterclockwise until glide is free.

Step 2:

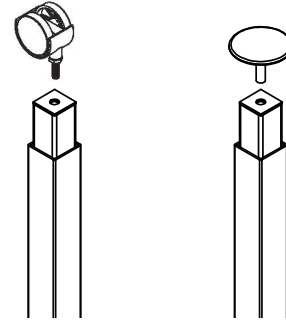
- Place stem of optional footing into the hole on the leg. Rotate clockwise until fully inserted into leg. (See next page if installing a
- Casters are **NOT** to be used as a leveling device.

Step 3:

- Tighten with a 14mm open-ended wrench. (only with the Dual wheel soft tread locking caster.)

Step 4:





- Repeat for each caster or glide.



Tools Required

- 14mm open-ended wrench

Part Identifier Key

Part #	Description	Qty.	
040164	1 3/8 Dia. Grand Hank glide, 3/8-16 x 1"	1 per leg	
04067920	1.5" Soft Touch glide	1 per leg	
NSL-33056S	1.25" Steel glide	1 per leg	
04067540	Dual wheel soft tread locking caster w/brake	1 per leg	

Assembly Instructions

TORO Drafting Table

w/ Heavy Duty Casters

Step 1:

- Before placing caster in the bottom of the leg, lock the caster by pushing down on the brake lever.

Step 2:

- Twist the stem of the caster into the hole on the bottom of the leg. Applying thread locking adhesive can help prevent unexpected loosening of the caster.

Step 3:

- Use ¾" wrench to tighten ¾" nut on stem of caster.

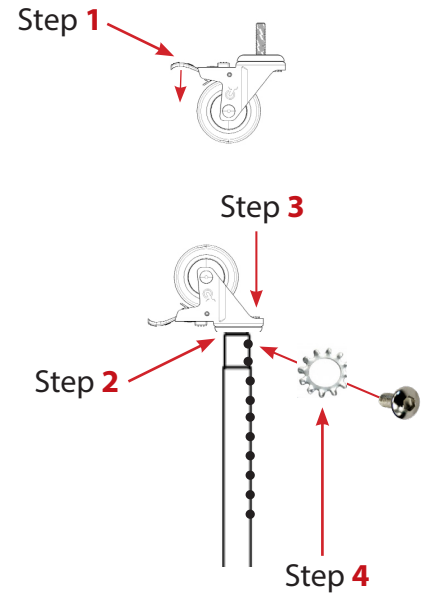
Step 4:

- If using adj. legs, insert star washer and M6 screw in hole closest to the caster and tighten with 4mm hex wrench. **DO NOT OVER TIGHTEN.**
- If using a **FIXED leg**, you will **NOT** need to use a star washer and M6 screw.

Step 5:

- Repeat for remaining casters.



Casters are **NOT** to be used as a leveling device.



Tools Required

- ¾" Wrench
- 4mm Hex Wrench
- Thread Locking Adhesive (optional)



Part Identifier Key

Part #	Description	Qty.	
0400993	3" Heavy duty caster with w/brake	1 per leg	
See colored caster chart below	3" Heavy duty colored caster with w/brake	1 per leg	

3" Heavy Duty Colored Caster Chart

Model #	SKU	Colored Caster	Model #	SKU	Colored Caster
 -HDCCP	04067882-P	Purple	 -HDCCO	04067882-O	Orange
 -HDCCR	04067882-R	Red	 -HDCCG4	04067882-G4	Grey
 -HDCCCL	04067882-L	Lime Green	 -HDCC09	04067882-09	Black
 -HDCCB	04067882-B	Blue			

3" Heavy Duty Caster Hardware Pack (0402020) Used only with 1.5" adj. legs (-ADJ)

04067460	¼" Star washers	4 per set	
0401259	M6 1x14 screws	4 per set	
<p>(Used in leg insert to prevent bending of the leg insert)</p>			<p>(Included in Hardware Pack located in leg box as standard. Discard if casters are not installed.)</p>