

Action Office® system

Burdick Group™

Tables



How to use this binder

The information in this binder has been prepared to help you plan, present, and specify Herman Miller's Action Office® system, Burdick Group™, and tables.

It is the result of many discussions with planning professionals like yourself, and has been designed with your work process in mind.

In order to provide you access to the materials and information you need, with minimal effort on your part, we have organized this binder as follows:

1. Action Office visual portfolio

The first section of the binder contains various drawings and photos of the Action Office system, meant to be cut out and used on your presentation boards.

It begins with a basic floor plan of a space, including a variety of Action Office workstations. Following this are perspective drawings which portray various sections of the plan. These drawings are meant to provide context for the workstation photos that are included, while also serving as presentation cut-outs.

Next, we have included a series of photographs of workstations in that plan, both in color and in black and white. They represent a variety of configurations and functional uses of the system, and should prove helpful in demonstrating how the Action Office system can work in the client's environment.

Each color photo page includes, on the back side, a floor plan of the workstation, plus a complete listing of every Action Office component used. Black and white photo pages include a perspective drawing of the station for presentation purposes, with elevation drawings and related component listings on the back side.

Subsequent to these is a series of pages which include perspective and floor plan drawings of all other workstations included in the main floor plan.

You will find two copies of each workstation photo or drawing page. Once all available photos or drawings have been cut out and used, a "coupon" containing the reorder number remains. For a replacement supply of visual portfolio sheets, simply call the toll-free number listed on the coupon or use the plastic sleeve provided in this binder to collect a number of coupons before reordering by phone.

2. Action Office system overview

The second section of the binder gives you brief overviews and explanations of each Action Office component group, plus a broad visual treatment of all component groups.

3. Action Office planning guide

Your Action Office planning guide is divided into several subsections. The first portrays how vertical space can be employed with the system. It also explains the various forms of panel connections, and provides guidelines for support of panels and panel runs. You should become familiar with this basic information and refer to it often in your planning.

The next four sections deal more specifically with important functional applications of the Action Office system: *machine integration*, *power requirements*, *lighting*, and *acoustical considerations*. Each of these booklets provides general planning reminders and specific information regarding use of certain Action Office system components.

Finally, you'll find an "Ideas" booklet, which is a compilation of creative and unusual uses of Action Office system components. We're sure you'll find it helpful in your own planning.

4. Burdick Group visual portfolio

The Burdick Group section in this binder begins with a series of photographs, provided in color and black and white, for your use in client presentations. They include several configurations of Burdick Group products, representing its ability to serve differing functional and aesthetic needs. Each color photo page includes component identification — a complete listing of Burdick components that comprise the configuration. Each black and white page includes two different photographic views of the configuration, so you can select an image best suited for your presentation.

Here again, you'll find two copies of each photo page provided. Once a photo page is used, a corresponding "coupon" remains. For replacement, simply call the toll-free number listed on the coupon. Or you can collect coupons in the plastic sleeve provided and reorder a number of photo sheets at once.

5. Burdick Group planning guide

Because Burdick Group is comprised of a series of specialized system components that can be configured in many ways, we have provided information to help you plan and specify. Included is a brief overview of the entire system of components, plus a number of suggested configurations with corresponding component lists. Finally, a tracing guide is provided to aid you in developing plan drawings.

6. Tables visual portfolio

This section includes photo pages covering tables for offices, conference areas, cafeterias, and waiting rooms. They are organized by product group, and designed for you to remove and use on your presentation boards.

You'll have both color and black and white photo sheets, so you can select the photograph(s) best suited to your presentation. In addition, each page includes product identification, dimensional drawings, and description of various product features.

Once all available photo pages have been removed, use the remaining coupon to order your replacement supply. You can call as soon as a page has been used, or collect coupons in the plastic sleeve provided in this binder and call periodically.

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7. Prices

We have also included a section for you to insert the complete, bound price list for Action Office, Burdick Group, tables, and lecterns. If the price book has not been made available to you, contact your Herman Miller representative.

Related color reference tools available

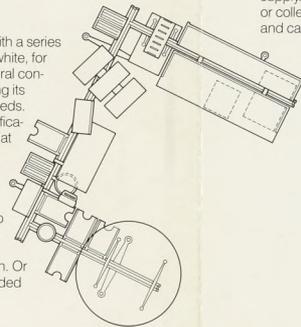
The Herman Miller color, fabric, finish program for the Action Office system was designed to satisfy the aesthetic needs within a facility. Herman Miller has developed several color tools to help you understand and specify the Color Matrix™ system for Action Office fabrics and finishes.

The *Color Index* is a reference and identification tool that catalogs the color, fabric, and finish offerings. It will enable you to see the Color Matrix system in its totality and to identify its individual components.

The *Color Compendium* is a reference tool that explains the color groups of the Color Matrix system and will aid you in visualizing and planning color schemes.

The *Color Swatch Box*, containing actual samples of all Herman Miller fabrics and finishes, will permit you to communicate colors and textiles to clients and associates.

If your firm requires a set of these color tools, contact your local Herman Miller salesperson or showroom.



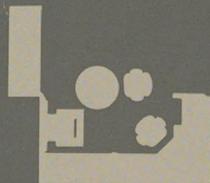
ET143 OU
ET143 OR
ET143 OT
ET143 LT





Action Office® visual portfolio

Action Office® Visual Portfolio



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O.AO1400

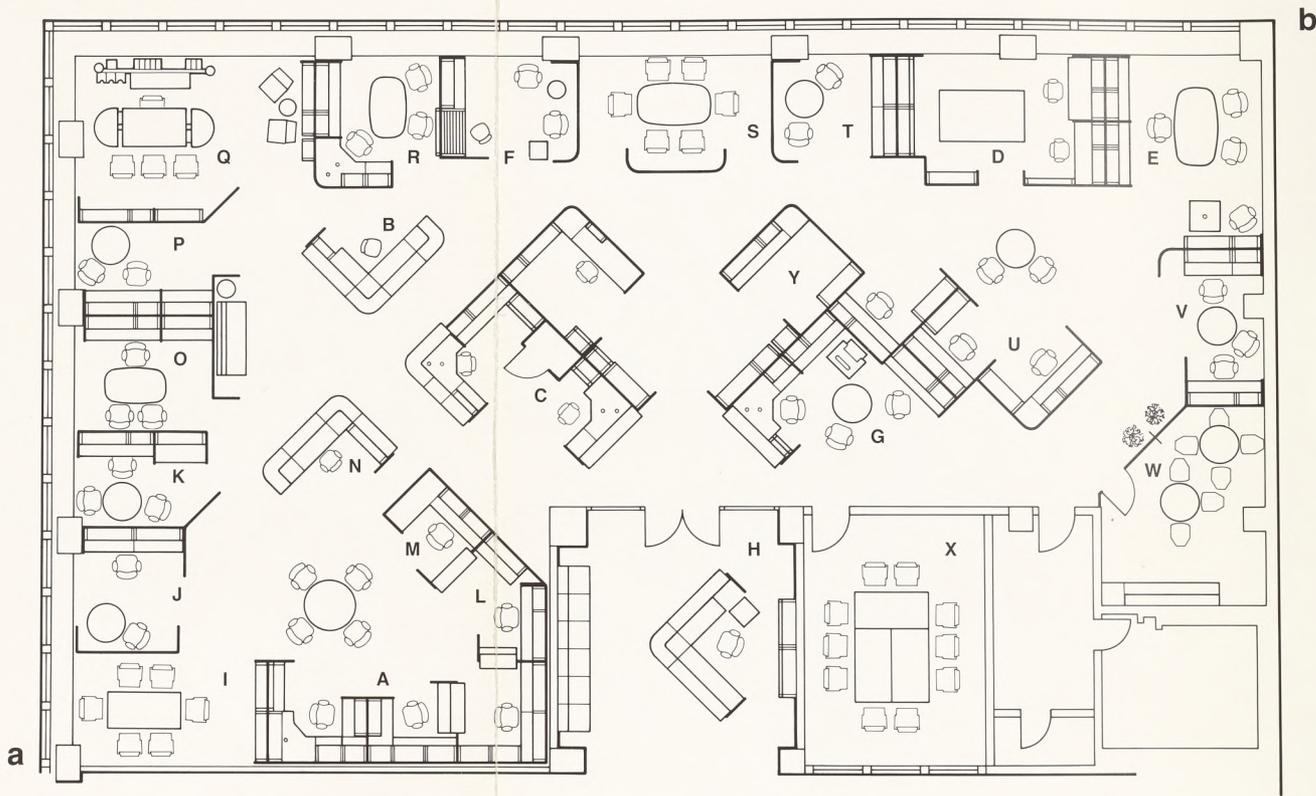
Floor plan

This sample floor plan is comprised of a variety of Action Office® workstations, representing the versatility of the system to meet a range of requirements. It is important to note that all of the following materials in the visual portfolio section portray sample workstations from this plan.

First, large perspective drawings provide "views" of the space from each end.

In subsequent pages, eight of the workstations from this plan are portrayed photographically in color and black and white, and in drawings. The balance of the workstations are also shown in a series of drawings.

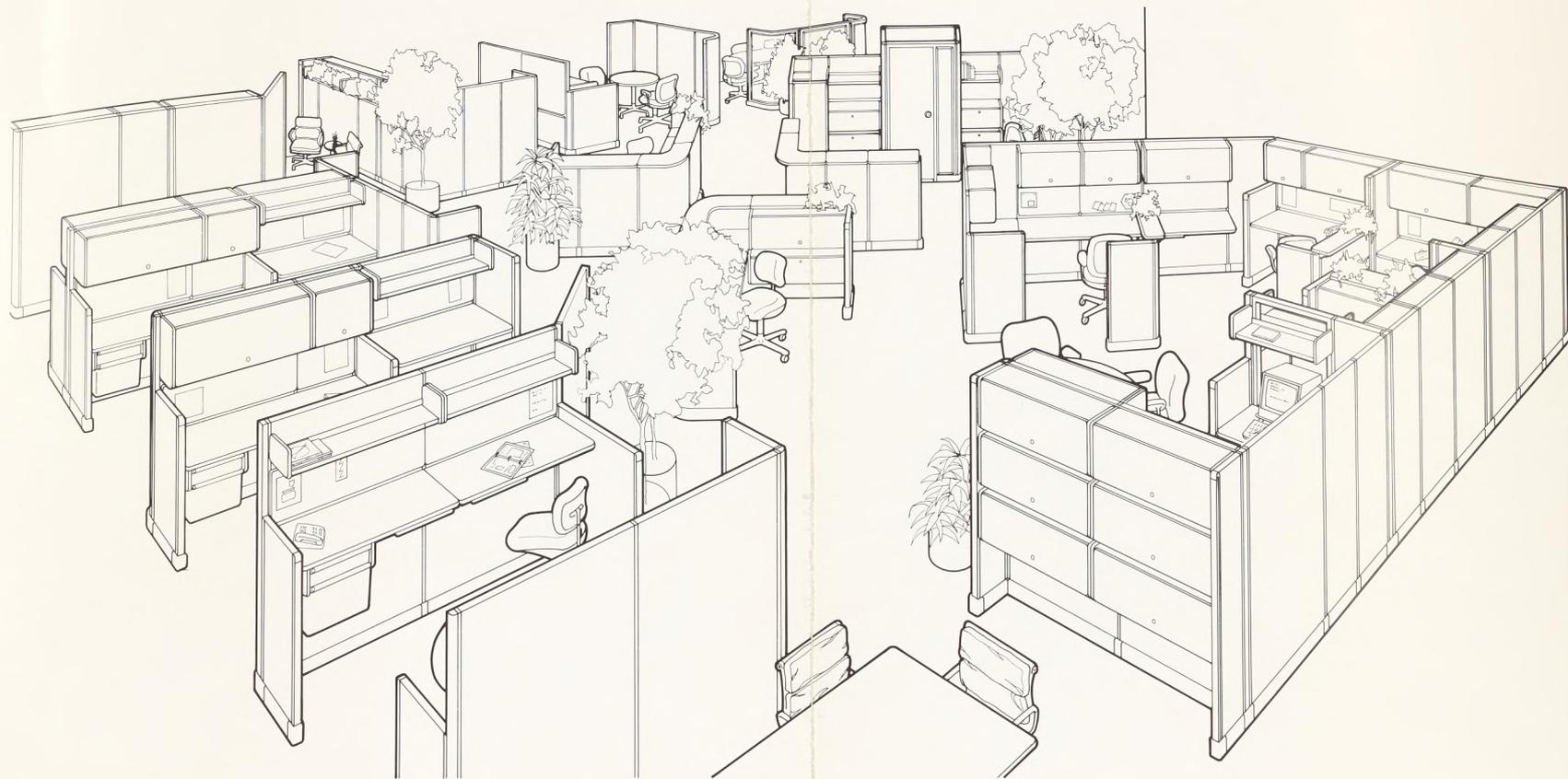
In all cases, the photos and drawings are clearly coded back to this floor plan, providing a context for all visual portfolio materials.





View from a

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Action Office®

View from a

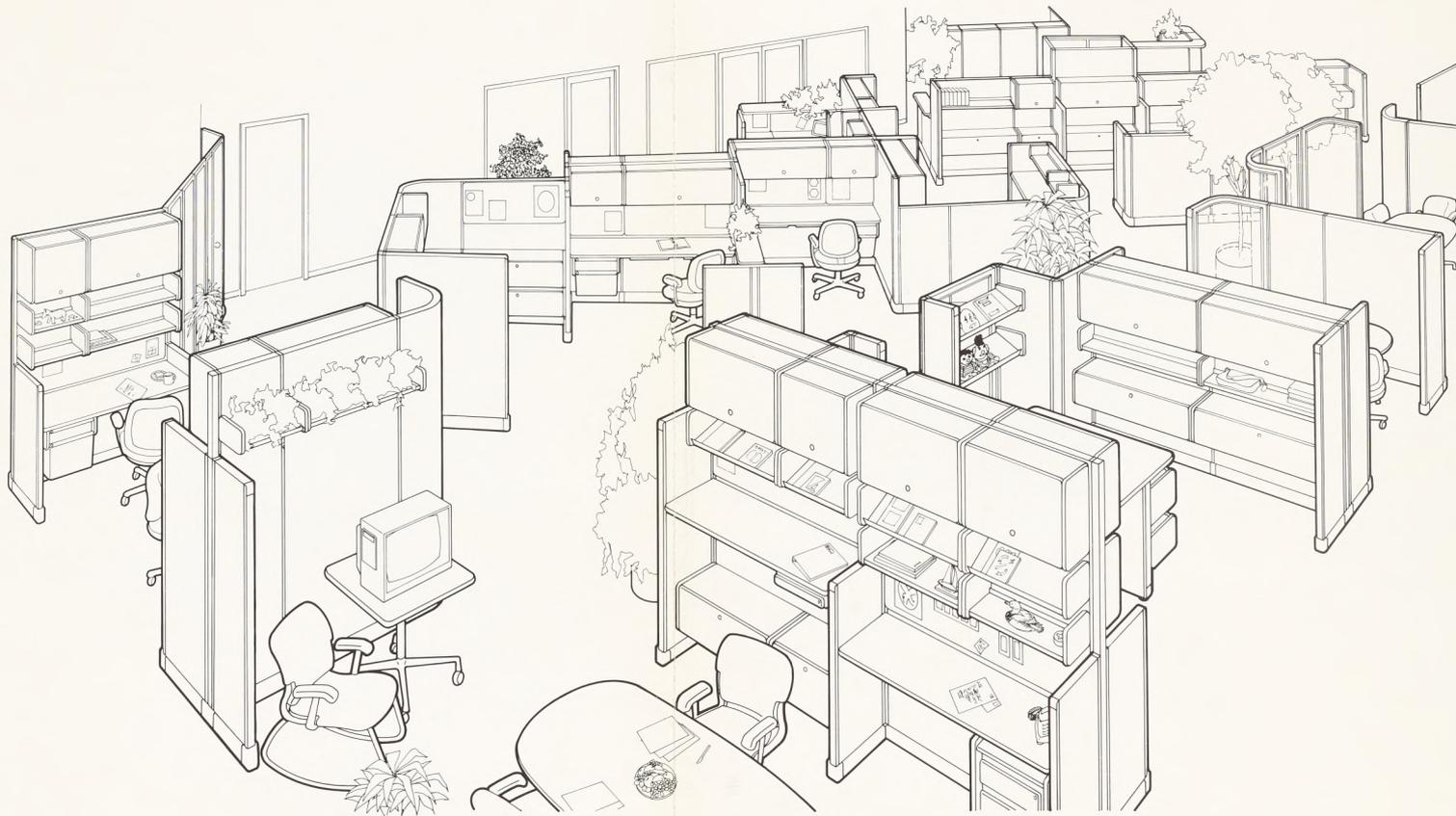
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View from b

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Information processing station

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Workstation A
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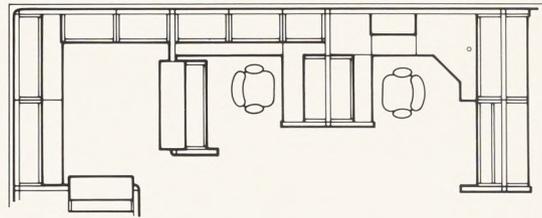
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Information processing station



Product Number	Qty.	Description
AO1214	5	Standard panel
AO255	3	Standard panel
AO256	5	Standard panel
AO339	1	Standard panel
AO340	4	Standard panel
AO746	1	Open panel frame
AO211	7	Panel connector
AO943	1	Two-way 90 degree connector
AO944	2	Two-way 90 degree connector
AO949	1	Two-way 180 degree connector
AO954	3	Three-way corner connector
AO404	4	Panel end cap
AO617	1	Mid-end support
AO968	4	Variable height accommodation package
AO596	1	Straight counter cap
AO799	1	Hanging work surface
AO1225	3	Hanging work surface
AO556	1	Hanging work surface
AO398	1	Square back corner work surface
AO303	1	Reader stand
AO304	1	Pivot arm
AO418	1	Turntable w/tilting keyboard tray
AO725	1	Pass-through cover plate
AO420	3	Pencil drawer
AO988	1	Storage/file drawer w/lock
AO1232	2	Lateral file
AO379	1	Lateral file
AO621	2	Storage/display shelf
AO637	2	Storage/display shelf
AO816	1	EDP shelf
AO1246	4	EDP flipper door unit
AO536	3	Open center hanger bar
AO538	1	Enclosed center hanger bar
AO992	1	Shelf organizer
AO1242	1	Tackboard
AO978	2	Tackboard
AO980	2	Tackboard
LT100	2	Critical task light
LT120	2	General task light
LT123	2	General task light



Information processing
Workstation A

Information processing station

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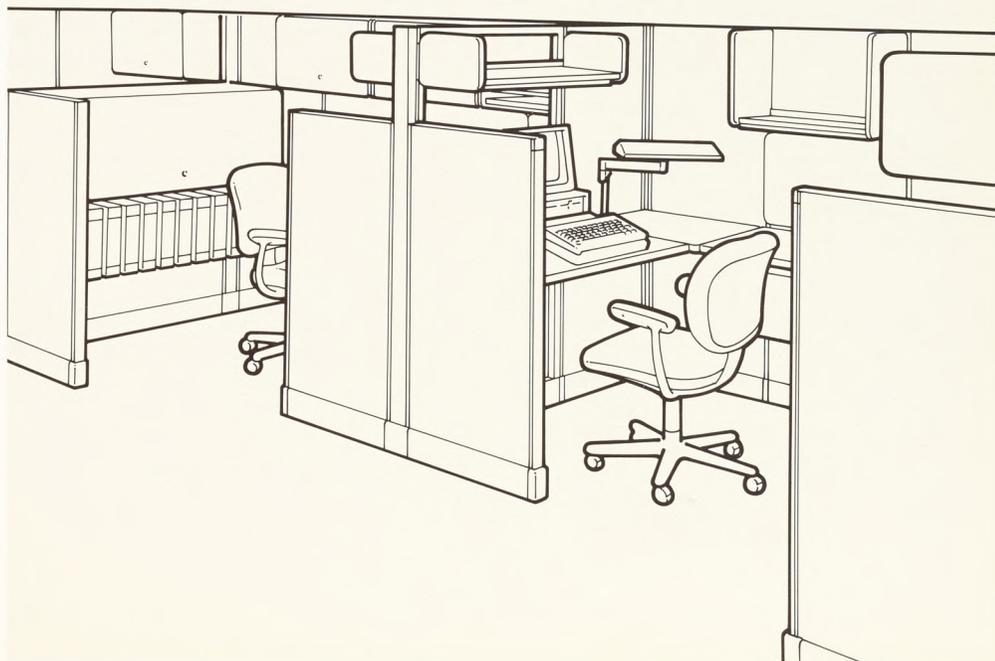
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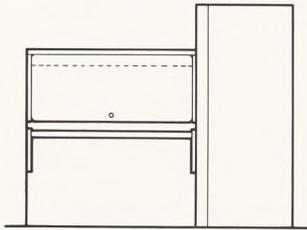
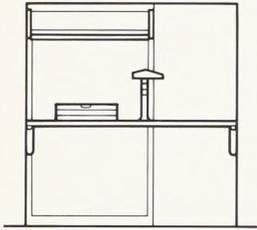
Workstation A
Information
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A

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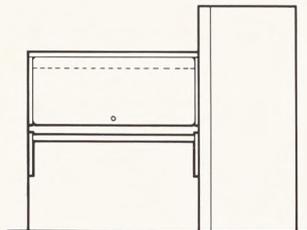
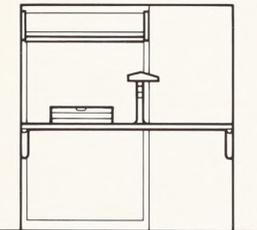


Information processing station



Product Number	Qty.	Description
AO1225	1	Hanging work surface
AO637	1	Storage/display shelf
LT100	1	Critical task light
LT123	1	General task light
AO418	1	Turntable w/tilting keyboard tray

Product Number	Qty.	Description
AO536	1	Open center hanger bar
AO538	1	Enclosed center hanger bar



Product Number	Qty.	Description
AO1225	1	Hanging work surface
AO637	1	Storage/display shelf
LT100	1	Critical task light
LT123	1	General task light
AO418	1	Turntable w/tilting keyboard tray

Product Number	Qty.	Description
AO536	1	Open center hanger bar
AO538	1	Enclosed center hanger bar

Administrative station

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Workstation B
Administrative

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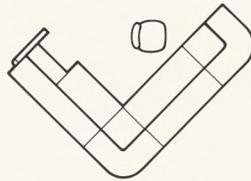
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Administrative station



Product Number	Qty.	Description
AO339	1	Standard panel
AO340	2	Standard panel
AO633	1	Standard panel
AO903	2	Extended curved panel
AO354	4	Panel connector
AO404	2	Panel end cap
AO615	3	Center support
AO616	1	End support
AO617	1	Mid-end support
AO943	1	Two-way 90 degree connector
AO1231	1	Straight counter cap
AO596	1	Straight counter cap
AO867	2	Extended curved counter cap
AO556	1	Hanging work surface
AO868	2	Hanging corner work surface
AO645	1	Freestanding work surface
AO420	2	Pencil drawer
AO987	1	Two-drawer storage unit w/lock
AO377	2	Lateral file
AO978	1	Tackboard
AO979	1	Tackboard
AO980	1	Tackboard
AO626	2	Counter cap light
LT100	1	Critical task light



Administrative
Workstation B

Administrative station

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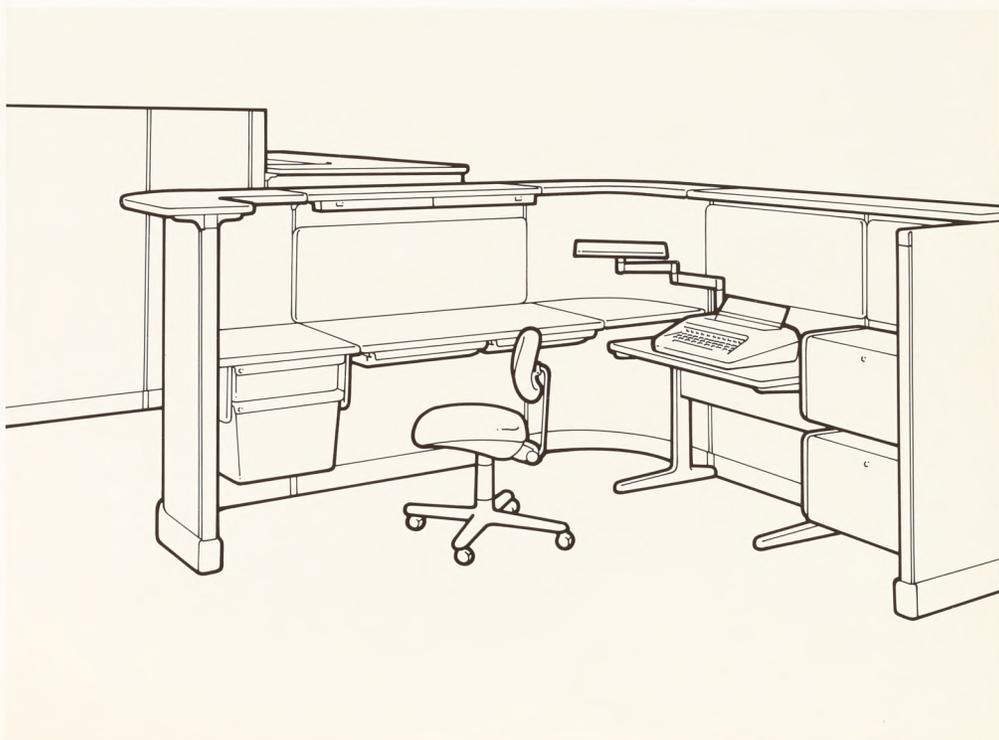
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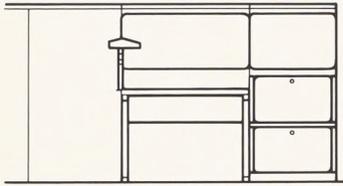
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Administrative

B

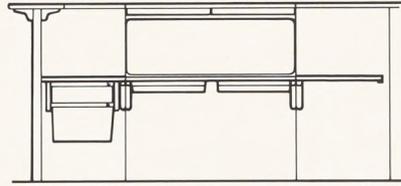
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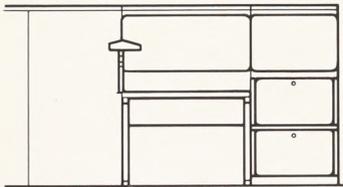
Administrative station



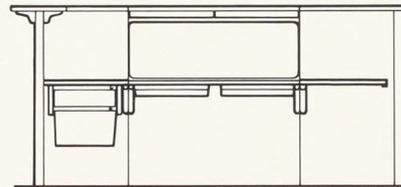
Product Number	Qty.	Description
AO645	1	Freestanding work surface
AO377	2	Lateral file
AO978	1	Tackboard
AO979	1	Tackboard
LT100	1	Critical task light



Product Number	Qty.	Description
AO556	1	Hanging work surface
AO868	2	Hanging corner work surface
AO420	2	Pencil drawer
AO987	1	Two-drawer storage unit w/lock
AO980	1	Tackboard
AO626	2	Counter cap light



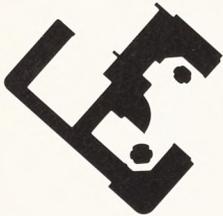
Product Number	Qty.	Description
AO645	1	Freestanding work surface
AO377	2	Lateral file
AO978	1	Tackboard
AO979	1	Tackboard
LT100	1	Critical task light



Product Number	Qty.	Description
AO556	1	Hanging work surface
AO868	2	Hanging corner work surface
AO420	2	Pencil drawer
AO987	1	Two-drawer storage unit w/lock
AO980	1	Tackboard
AO626	2	Counter cap light

Word processing station

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Workstation C
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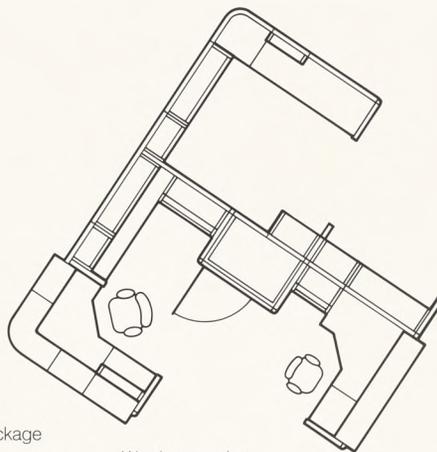
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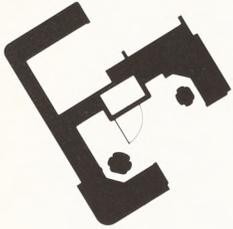
Product Number	Qty.	Description
AO1215	2	Standard panel
AO251	1	Standard panel
AO255	2	Standard panel
AO256	3	Standard panel
AO632	1	Standard panel
AO903	1	Extended curved panel
AO1216	1	Acoustical panel
AO886	1	Acoustical panel
AO888	3	Acoustical panel
AO340	3	Fabric-covered panel
AO662	1	Door panel
AO211	3	Panel connector
AO354	4	Panel connector
AO943	2	Two-way 90 degree connector
AO944	2	Two-way 90 degree connector
AO945	2	Two-way 90 degree connector
AO954	1	Three-way corner connector
AO955	2	Three-way corner connector
AO968	6	Variable height accommodation package
AO404	1	Panel end cap
AO405	1	Panel end cap
AO615	3	Center support
AO617	4	Mid-end support
AO1230	1	Straight counter cap
AO595	2	Straight counter cap
AO804	1	Straight counter cap
AO867	1	Extended curved counter cap
AO1223	1	Hanging work surface
AO557	1	Hanging work surface
AO799	1	Hanging work surface
AO398	1	Square back corner work surface
AO399	1	Extended curved corner work surface
AO496	1	Printer support table
AO240	1	Machine support tray
AO241	1	Tilting keyboard tray
AO303	2	Reader stand
AO304	2	Pivot arm
AO420	1	Pencil drawer
AO987	1	Two-drawer storage unit w/lock
AO988	1	Storage/file drawer w/lock
AO377	2	Lateral file
AO378	2	Lateral file
AO1233	1	Storage/display shelf
AO621	1	Storage/display shelf
AO637	1	Storage/display shelf
AO1234	1	Shelf
AO1200	1	Flipper door unit w/lock
AO1202	1	Flipper door unit w/lock
AO423	1	Paper organizer
AO462	1	EDP shelf organizer
AO978	4	Tackboard
AO979	1	Tackboard
AO980	2	Tackboard
AO626	4	Counter cap light
LT100	2	Critical task light
LT120	1	General task light
LT121	2	General task light
LT123	1	General task light



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Workstation C

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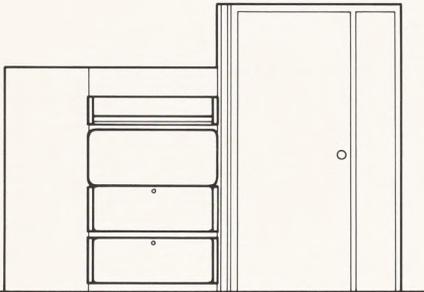
Workstation C
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C

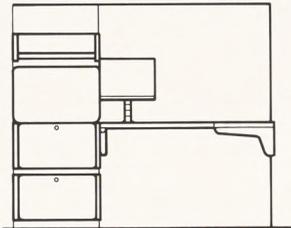
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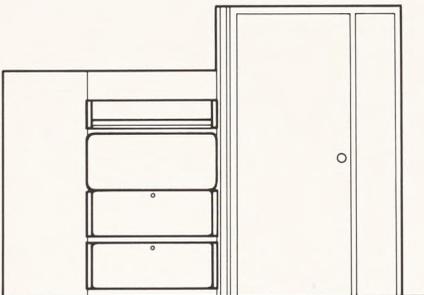
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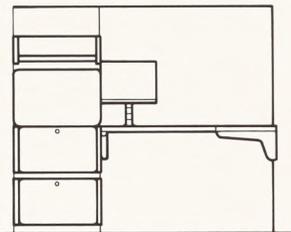
Product Number	Qty.	Description
AO378	2	Lateral file
AO637	1	Storage/display shelf
AO979	1	Tackboard



Product Number	Qty.	Description
AO398	1	Square back corner work surface
AO377	2	Lateral file
AO621	1	Storage/display shelf
AO303	1	Reader stand
AO304	1	Pivot arm
AO978	1	Tackboard



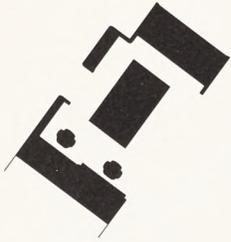
Product Number	Qty.	Description
AO378	2	Lateral file
AO637	1	Storage/display shelf
AO979	1	Tackboard



Product Number	Qty.	Description
AO398	1	Square back corner work surface
AO377	2	Lateral file
AO621	1	Storage/display shelf
AO303	1	Reader stand
AO304	1	Pivot arm
AO978	1	Tackboard

Designer/planner station

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Action Office®

Workstation D
Designer/planner

D

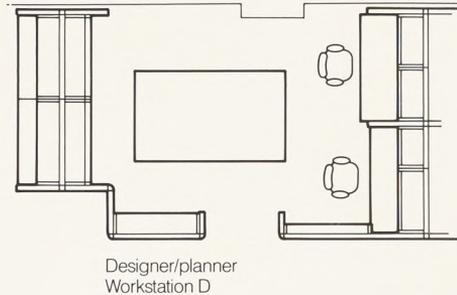
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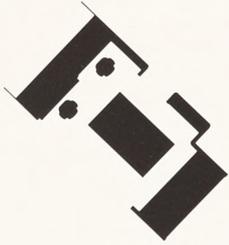


Product Number	Qty.	Description
AO631	1	Standard panel (shared with Workstation E)
AO1215	2	Standard panel (shared with Workstation E)
AO253	1	Standard panel (shared with Workstation E)
AO255	2	Standard panel
AO471	2	Glazed panel
AO1214	1	Standard panel
AO256	2	Standard panel
AO257	2	Standard panel
AO1216	1	Standard panel
AO1212	1	Standard panel
AO628	1	Standard panel
AO212	2	Panel connector (shared with Workstation E)
AO211	2	Panel connector
AO944	6	Two-way 90 degree connector
AO955	2	Three-way corner connector (shared with Workstation E)
AO960	1	Four-way corner connector (shared with Workstation E)
AO405	2	Panel end cap
AO404	1	Panel end cap
AO618	2	Panel end cap
AO1226	1	Hanging work surface
AO453	1	Adjustable drafting table
AO860	1	Engineering service table
AO279	1	Pencil tray
AO420	1	Pencil drawer
AO69301	1	Drawer caddie
AO379	4	Lateral file
AO435	8	Storage/display shelf
AO637	1	Storage/display shelf
AO1233	1	Storage/display shelf
AO621	1	Storage/display shelf
AO436	2	Shelf
AO638	1	Shelf
AO1234	1	Shelf
AO723	1	Micro shelf
AO639	1	Flipper door unit w/lock
AO1245	2	Flipper door unit w/lock
AO1200	1	Flipper door unit w/lock
AO811	1	Rolled drawing storage
AO979	1	Tackboard
LT120	2	General task light
LT123	2	General task light



Designer/planner station

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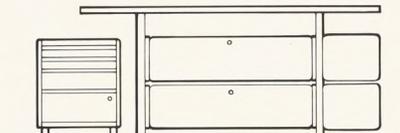
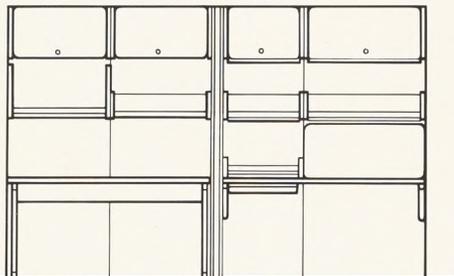
Workstation D
Designer/planner

D

O.AO1050-D
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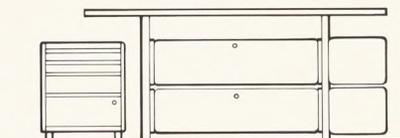
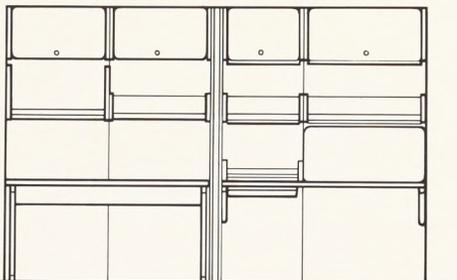


Designer/planner station



Product Number	Qty.	Description
AO1226	1	Hanging work surface
AO453	1	Adjustable drafting table
AO420	1	Pencil drawer
AO1200	1	Flipper door unit w/lock
AO1245	2	Flipper door unit w/lock
AO639	1	Flipper door w/lock
AO1233	1	Storage/display shelf
AO621	1	Storage/display shelf
AO637	1	Storage/display shelf
AO638	1	Shelf
AO1234	1	Shelf
AO279	1	Pencil tray
AO979	1	Tackboard
LT120	2	General task light
LT123	2	General task light

Product Number	Qty.	Description
AO860	1	Engineering service table
AO379	4	Lateral file
AO69301	1	Drawer caddie

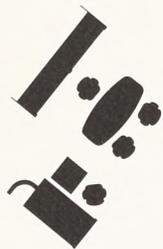


Product Number	Qty.	Description
AO1226	1	Hanging work surface
AO453	1	Adjustable drafting table
AO420	1	Pencil drawer
AO1200	1	Flipper door unit w/lock
AO1245	2	Flipper door unit w/lock
AO639	1	Flipper door w/lock
AO1233	1	Storage/display shelf
AO621	1	Storage/display shelf
AO637	1	Storage/display shelf
AO638	1	Shelf
AO1234	1	Shelf
AO279	1	Pencil tray
AO979	1	Tackboard
LT120	2	General task light
LT123	2	General task light

Product Number	Qty.	Description
AO860	1	Engineering service table
AO379	4	Lateral file
AO69301	1	Drawer caddie

Executive station

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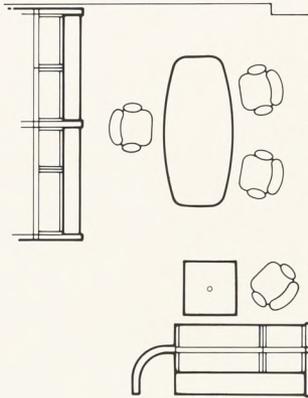
Workstation E
Executive

E

O.AO1000-E
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Executive station

Product Number	Qty.	Description
AO252	1	Standard panel
AO631	1	Standard panel
AO1215	2	Standard panel (shared with Workstation D)
AO905	1	Extended curved panel
AO253	1	Standard panel (shared with Workstation D)
AO253	1	Standard panel
AO256	2	Standard panel
AO257	1	Standard panel
AO340	1	Standard panel
AO628	1	Standard panel
AO212	2	Panel connector
AO212	2	Panel connector (shared with Workstation D)
AO945	2	Two-way corner connector
AO955	2	Three-way corner connector (shared with Workstation D)
AO960	1	Four-way corner connector (shared with Workstation D)
AO406	2	Panel end cap
AO405	1	Panel end cap
AO404	1	Panel end cap
AO618	1	Panel end cap
AO1225	2	Hanging work surface
AO1209	1	Mobile machine table w/wire management
AO386	2	Individual drawer case
AO395	1	Mobile pedestal
AO378	1	Lateral file
AO377	1	Lateral file
AO435	1	Storage/display shelf
AO637	1	Storage/display shelf
AO1233	4	Storage/display shelf
AO621	2	Storage/display shelf
AO638	1	Shelf
AO639	1	Flipper door unit w/lock
AO1245	2	Flipper door unit w/lock
AO1200	1	Flipper door unit w/lock
AO1242	1	Tackboard
AO1241	1	Tackboard
LT120	1	General task light
LT123	1	General task light
LT140	1	Display light
LT141	1	Display light
ET152	1	Oval segmented base conference table



Executive
Workstation E

Executive station

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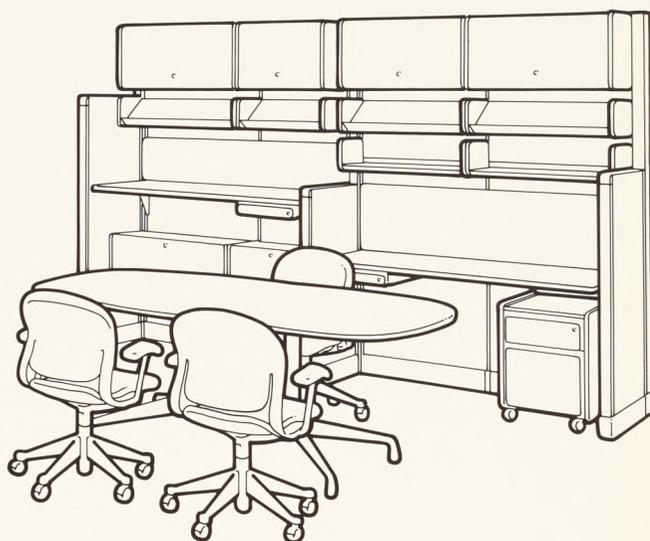
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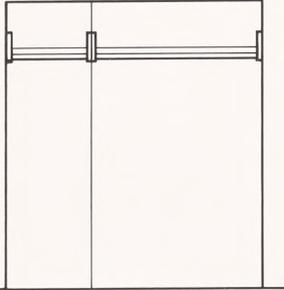
Workstation E
Executive

E

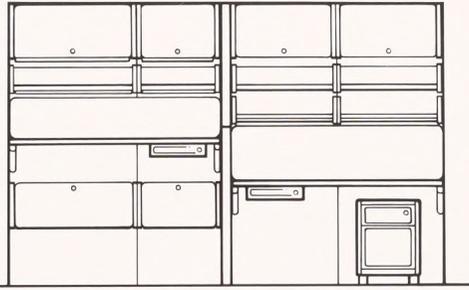
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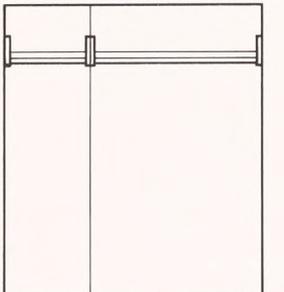
Executive station



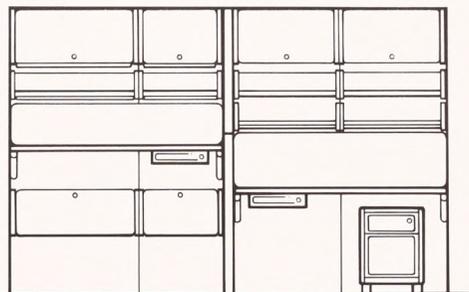
Product Number	Qty.	Description
AO621	1	Storage/display shelf
AO435	1	Storage/display shelf
LT140	1	Display light
LT141	1	Display light



Product Number	Qty.	Description
AO1225	2	Hanging work surface
AO377	1	Lateral file
AO378	1	Lateral file
AO386	2	Individual drawer case
AO395	1	Mobile pedestal
AO1200	1	Flipper door unit w/lock
AO1245	2	Flipper door unit w/lock
AO639	1	Flipper door w/lock
AO1233	4	Storage/display shelf
AO621	1	Storage/display shelf
AO637	1	Storage/display shelf
AO638	1	Shelf
AO1241	1	Tackboard
AO1242	1	Tackboard
LT120	1	General task light
LT123	1	General task light



Product Number	Qty.	Description
AO621	1	Storage/display shelf
AO435	1	Storage/display shelf
LT140	1	Display light
LT141	1	Display light



Product Number	Qty.	Description
AO1225	2	Hanging work surface
AO377	1	Lateral file
AO378	1	Lateral file
AO386	2	Individual drawer case
AO395	1	Mobile pedestal
AO1200	1	Flipper door unit w/lock
AO1245	2	Flipper door unit w/lock
AO639	1	Flipper door w/lock
AO1233	4	Storage/display shelf
AO621	1	Storage/display shelf
AO637	1	Storage/display shelf
AO638	1	Shelf
AO1241	1	Tackboard
AO1242	1	Tackboard
LT120	1	General task light
LT123	1	General task light

Management station

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Workstation F
Management

F

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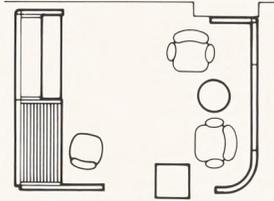
Management station



Product Number

Qty. Description

AO255	3	Standard panel
AO256	2	Standard panel
AO627	1	Standard panel
AO628	1	Standard panel
AO543	1	Glazed extended curved panel
AO211	2	Panel connector
AO942	1	Two-way 90 degree connector
AO944	3	Two-way 90 degree connector
AO968	1	Variable height accommodation package
AO619	1	Panel hinge
AO405	5	Panel end cap
AO618	3	Panel end cap
AO556	1	Hanging work surface
AO443	1	Hanging roll top work surface
AO563	1	Mobile machine table
AO420	1	Pencil drawer
AO379	2	Lateral file
AO435	1	Storage/display shelf
AO600	1	Tackboard
AO555	1	Marker board
5451	1	Occasional table



Management Workstation F

Management station

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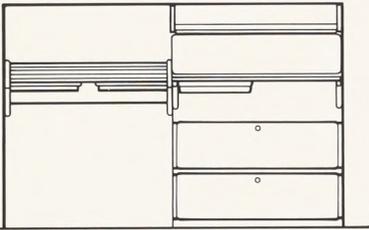
Workstation F
Management

F

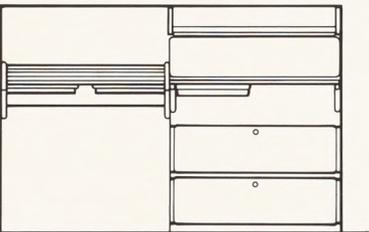
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Management station



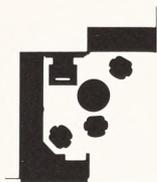
Product Number	Qty.	Description
AO556	1	Hanging work surface
AO443	1	Hanging roll top work surface
AO420	1	Pencil drawer
AO379	2	Lateral file
AO435	1	Storage/display shelf
AO600	1	Tackboard



Product Number	Qty.	Description
AO556	1	Hanging work surface
AO443	1	Hanging roll top work surface
AO420	1	Pencil drawer
AO379	2	Lateral file
AO435	1	Storage/display shelf
AO600	1	Tackboard

Data processing station

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Workstation G
Data processing

G

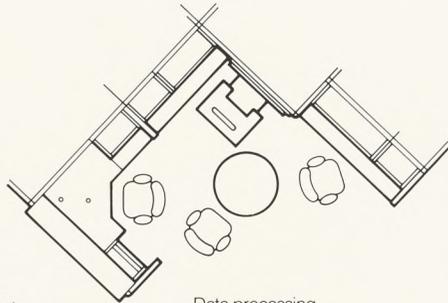
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Data processing station



Product Number	Qty.	Description
AO255	3	Standard panel
AO256	5	Standard panel
AO339	1	Standard panel
AO340	1	Standard panel
AO628	1	Standard panel
AO632	1	Standard panel
AO888	1	Acoustical panel
AO211	4	Panel connector
AO354	1	Panel connector
AO943	1	Two-way 90 degree connector
AO944	5	Two-way 90 degree connector
AO954	1	Three-way corner connector
AO968	3	Variable height accommodation package
AO404	2	Panel end cap
AO618	1	Panel end cap
AO617	2	Mid-end support
AO804	1	Straight counter cap
AO1225	1	Hanging work surface
AO558	1	Hanging work surface
AO799	1	Hanging work surface
AO499	1	Printer support table
AO568	1	Mobile table
AO398	1	Square back corner work surface
AO240	1	Machine support tray
AO417	1	Turntable
AO420	2	Pencil drawer
AO987	1	Two-drawer storage unit w/lock
AO988	1	Storage/file drawer w/lock
AO377	2	Lateral file
AO621	1	Storage/display shelf
AO638	1	Shelf
AO816	1	EDP shelf
AO818	1	EDP add-on shelf
AO639	1	Flipper door w/lock
AO1200	2	Flipper door unit w/lock
AO1206	1	EDP flipper door unit w/lock
AO462	1	EDP shelf organizer
AO478	1	EDP organizer hanger
AO978	2	Tackboard
AO979	1	Tackboard
AO980	2	Tackboard
AO554	1	Marker board
AO626	2	Counter cap light
LT100	1	Critical task light
LT120	2	General task light
LT121	1	General task light
LT123	1	General task light



Data processing
Workstation G

Data processing station

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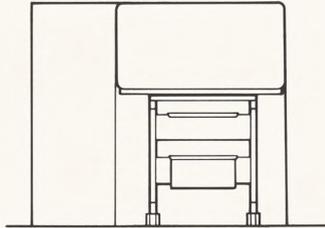
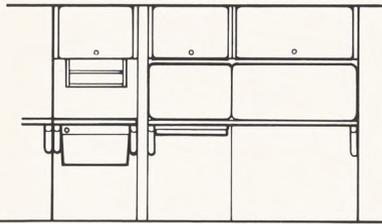
Workstation G
Data processing

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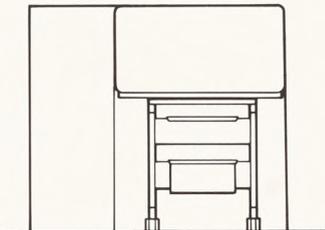
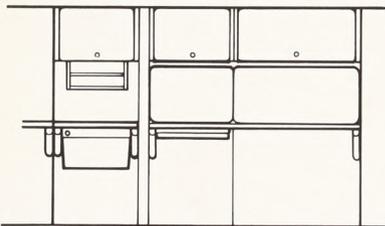


Data processing station



Product Number	Qty.	Description
AO799	1	Hanging work surface
AO1225	1	Hanging work surface
AO420	1	Pencil drawer
AO988	1	Storage/file drawer w/lock
AO1200	2	Flipper door unit w/lock
AO639	1	Flipper door w/lock
AO462	2	EDP Shelf organizer
AO478	1	EDP organizer hanger
AO638	1	Shelf
AO978	1	Tackboard
AO979	1	Tackboard
LT120	1	General task light
LT123	1	General task light

Product Number	Qty.	Description
AO499	1	Printer support table
AO554	1	Marker board



Product Number	Qty.	Description
AO799	1	Hanging work surface
AO1225	1	Hanging work surface
AO420	1	Pencil drawer
AO988	1	Storage/file drawer w/lock
AO1200	2	Flipper door unit w/lock
AO639	1	Flipper door w/lock
AO462	2	EDP Shelf organizer
AO478	1	EDP organizer hanger
AO638	1	Shelf
AO978	1	Tackboard
AO979	1	Tackboard
LT120	1	General task light
LT123	1	General task light

Product Number	Qty.	Description
AO499	1	Printer support table
AO554	1	Marker board

Reception station

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Workstation H
Reception

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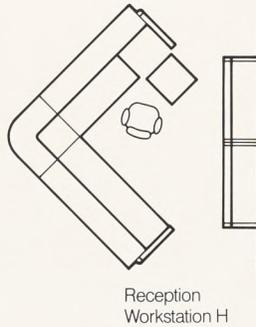
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Reception station



Product Number	Qty.	Description
AO793	4	Standard panel
AO794	2	Standard panel
AO796	1	Extended curved panel
AO806	4	Panel connector
AO941	2	Two-way 90 degree connector
AO807	2	Panel end cap
AO217	3	Wall hanger strip
AO615	2	Center support
AO617	2	Mid-end support
AO804	2	Straight counter cap
AO867	1	Extended curved counter cap
AO556	1	Hanging work surface
AO558	1	Hanging work surface
AO868	1	Hanging corner work surface
AO563	1	Mobile machine table
AO379	2	Lateral file
AO435	3	Storage/display shelf
AO1202	2	Flipper door unit w/lock
AO723	1	Micro shelf
AO980	1	Tackboard
LT100	1	Critical task light
LT121	4	General task light



Reception station

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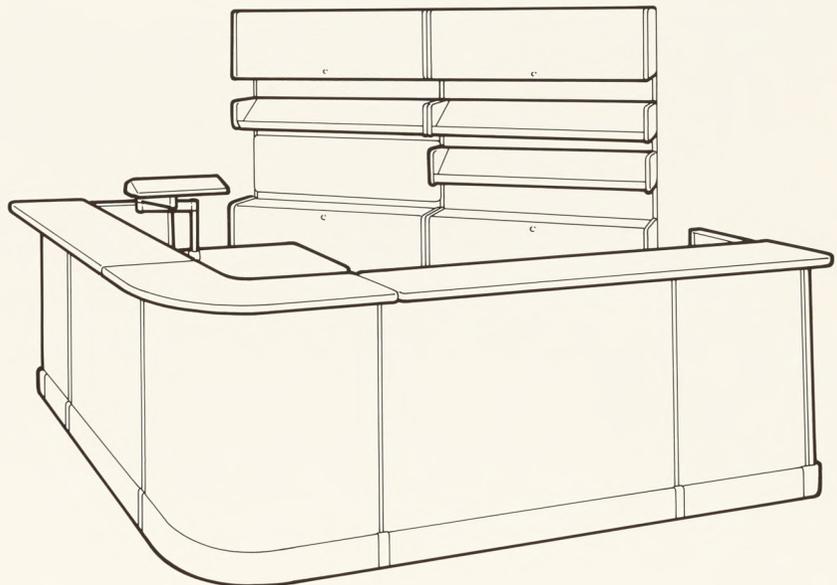
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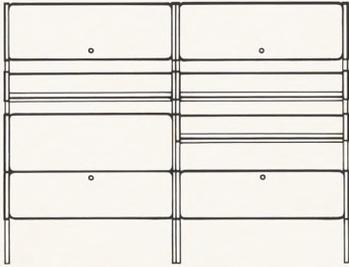
Workstation H
Reception

H

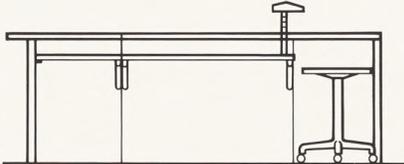
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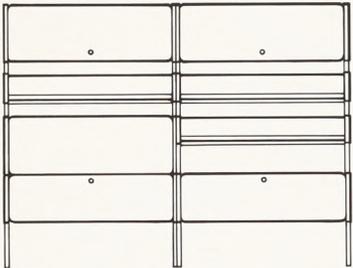
Reception station



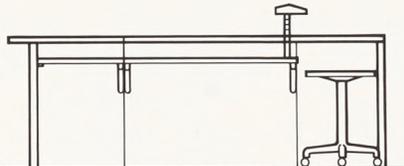
Product Number	Qty.	Description
AO379	2	Lateral file
AO1202	2	Flipper door unit w/lock
AO435	3	Storage/display shelf
AO980	1	Tackboard
LT121	4	General task light



Product Number	Qty.	Description
AO556	1	Hanging work surface
AO868	1	Hanging corner work surface
AO563	1	Mobile machine table w/wire management
LT100	1	Critical task light



Product Number	Qty.	Description
AO379	2	Lateral file
AO1202	2	Flipper door unit w/lock
AO435	3	Storage/display shelf
AO980	1	Tackboard
LT121	4	General task light

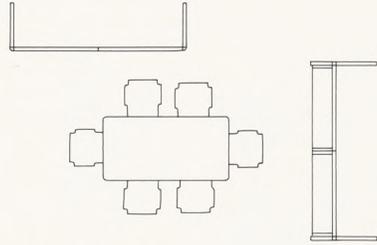


Product Number	Qty.	Description
AO556	1	Hanging work surface
AO868	1	Hanging corner work surface
AO563	1	Mobile machine table w/wire management
LT100	1	Critical task light

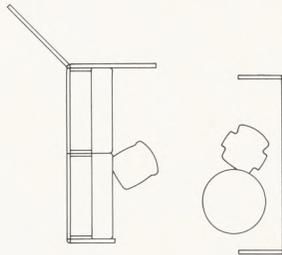
Workstations I - K

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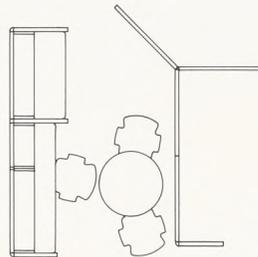
Workstation I



Workstation J



Workstation K

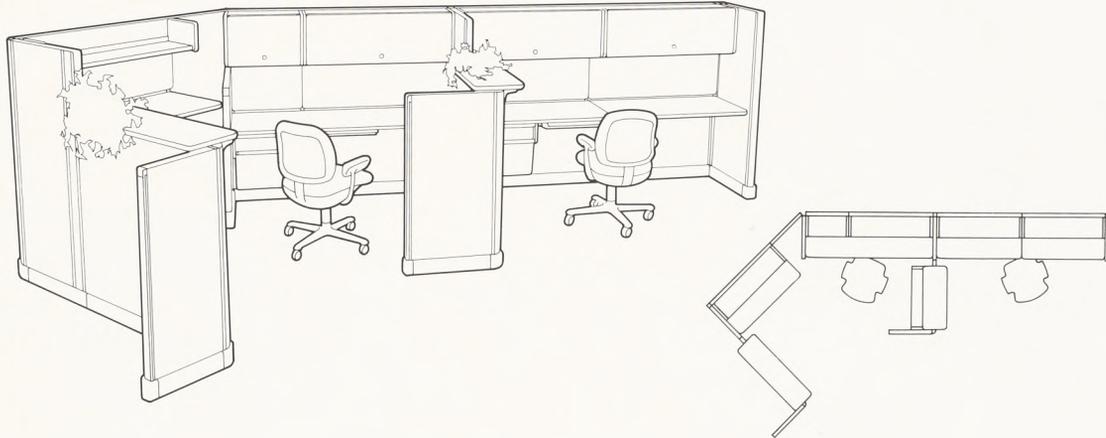




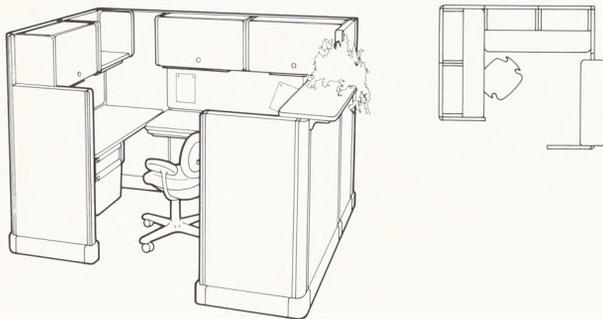
Workstations L - N



Workstation L



Workstation M



Workstation N

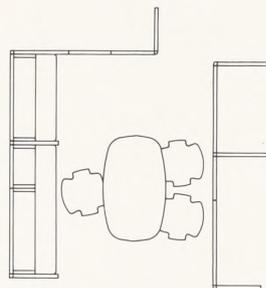
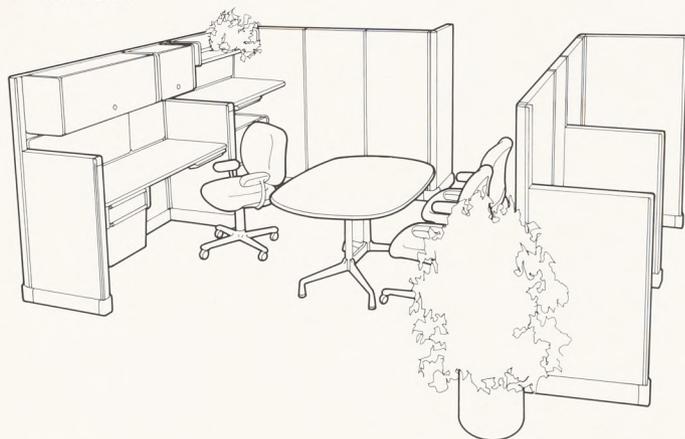




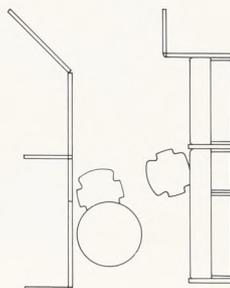
Workstations O-P

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Workstation O



Workstation P

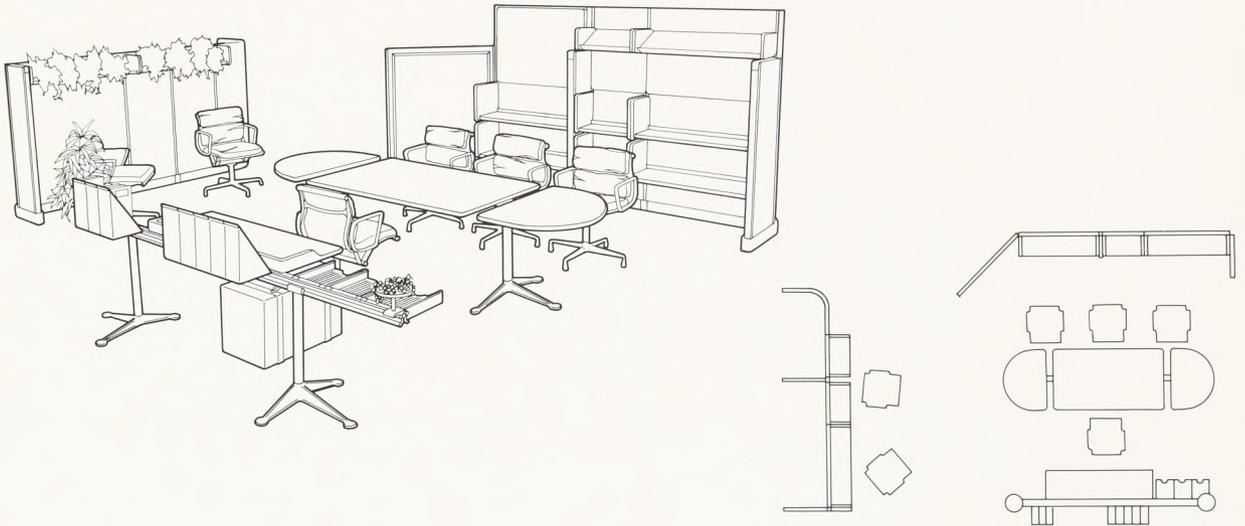




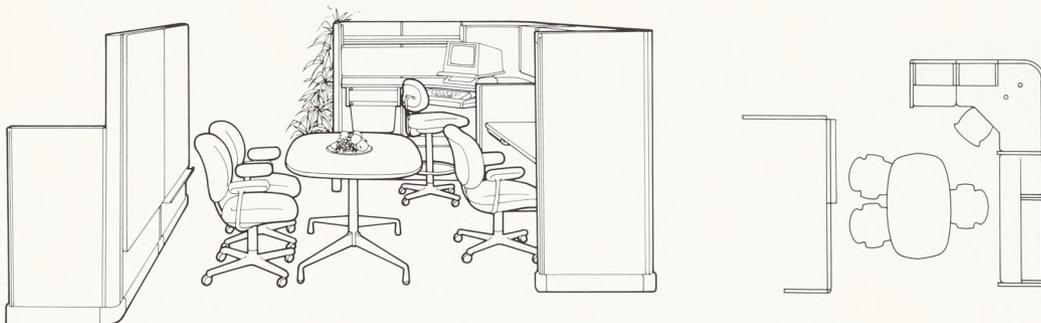
Workstations Q-R

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Workstation Q



Workstation R

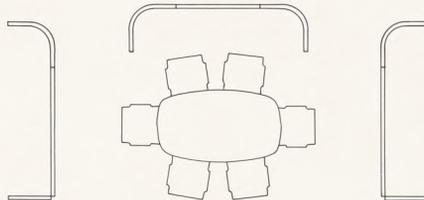
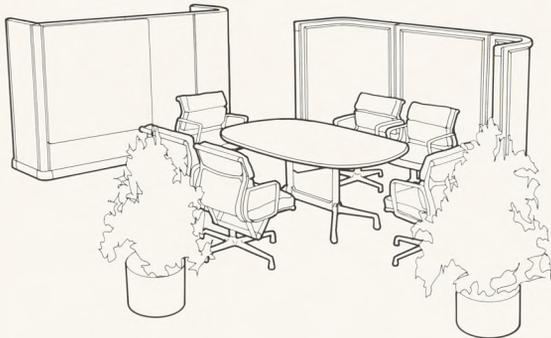




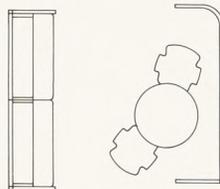
Workstations S-U

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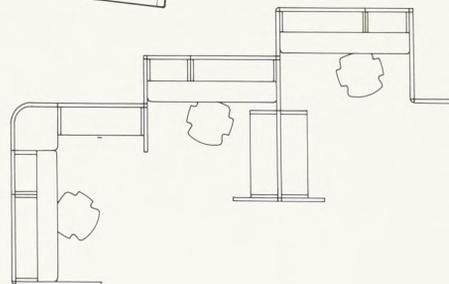
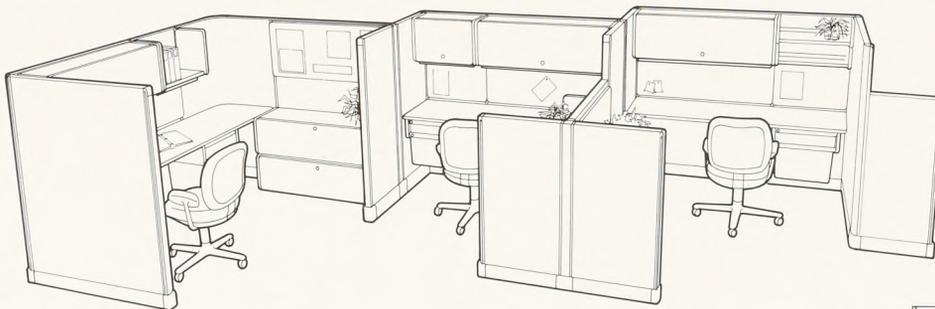
Workstation S



Workstation T



Workstation U

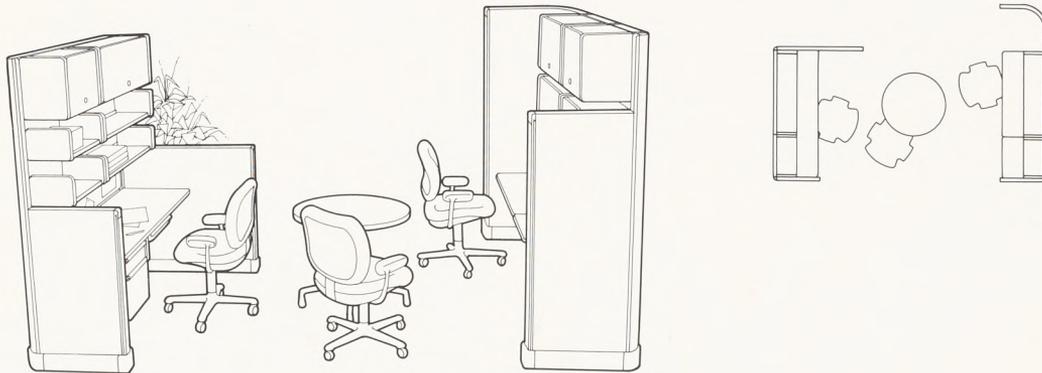




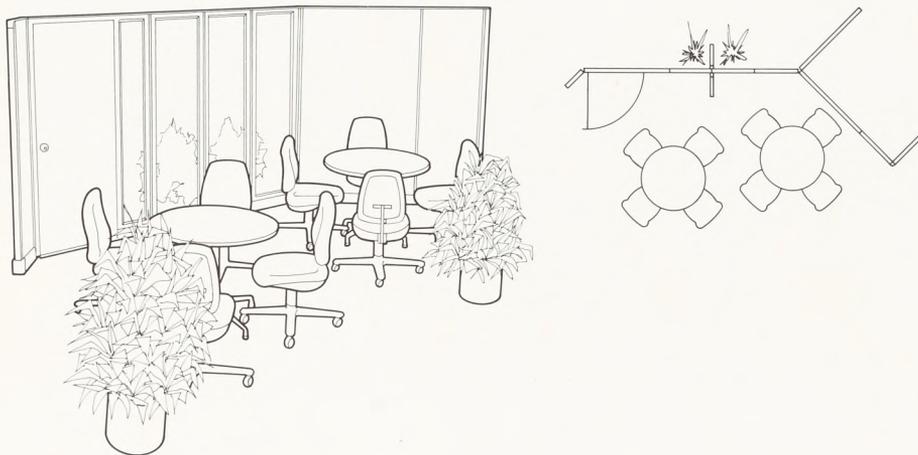
Workstations V-W

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Workstation V



Workstation W



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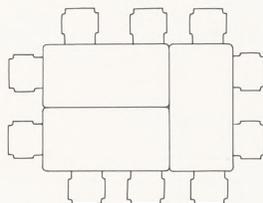
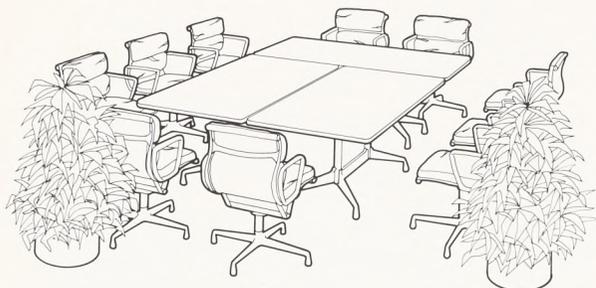
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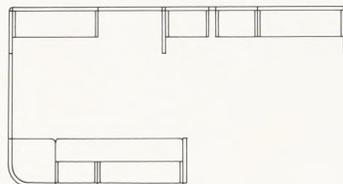
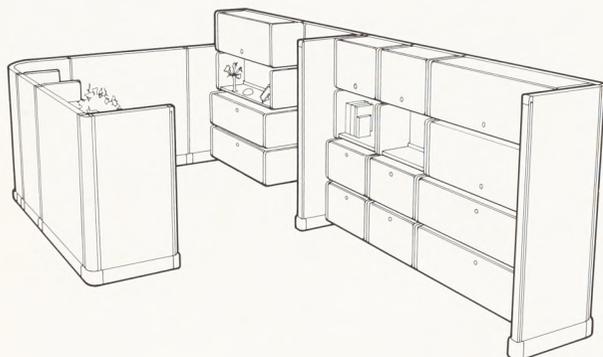
Workstations X - Y

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Workstation X

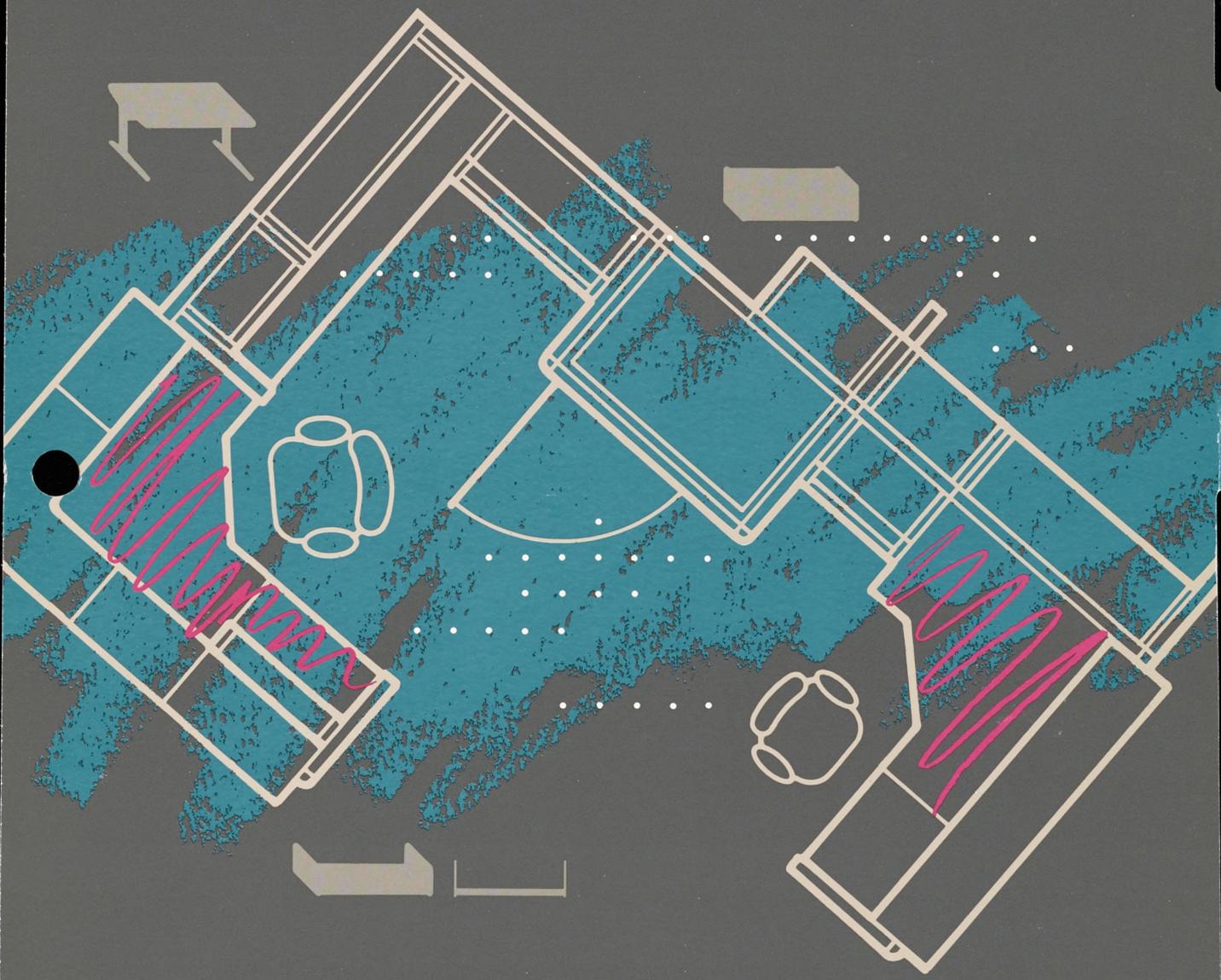


Workstation Y





Action Office® system overview



Action Office® System Overview

Panels

With good planning, Action Office® components can solve facility problems. An understanding of the components helps to make good planning possible.

Each Action Office component has a function identified through research. It is our purpose here and in subsequent component descriptions in this section to outline those functions, so that you can better utilize the physical elements of the Action Office system.

Types

The many types of Action Office panels are designed to meet various needs within the open plan office.

Standard Action Office panels, with a strong stress skin/composite construction, are structurally sound yet are lightweight for easy movement during installation and reconfiguration.

For executive or managerial spaces, or to differentiate one department from another, consider the use of wood veneer panels.

To add color and texture in the space, use fabric-covered panels, available in a wide array of textiles in two-sided or fully-wrapped options.

Acoustical panels, used with acoustically-correct ceiling and wall treatments, good workstation layout, and background-masking sound, help control noise in the office. High-performance acoustical panels give you the maximum degree of sound control.

Two-sided tackable panels support hanging components and provide a large tackable display surface.

Add selective visibility with glazed acrylic panels. For glazing in the field with special materials, specify glazing panel frames only.

Where shared equipment or a high degree of accessibility is needed, use open frame panels.

And for selective privacy, plan a Super Room®, or add doors with door panels to enclose a workstation. They may be installed to open in or out and may be hinged on either side of the frame.

Widths

The Action Office system includes five panel widths: 12", 24", 30", 36", and 48". Each width has a specific purpose.

Twelve-inch panels help to "fill in" dimensional spaces. When two-foot and three-foot modules are interchanged or where architectural constraints (such as support columns) need to be accommodated, they also can be used to move a panel away from an outside wall with a minimum of wasted space.

Twenty-four inch panels, approximately equal to a person's width, provide a dimension important in architecture and building construction.

Thirty-inch panels complement the standard five-foot grid of building architecture and provide proper returns for 30" deep components.

Thirty-six inch panels provide another space planning option and are especially suited for symmetrical design in 6' by 9' workstations.

Forty-eight inch panels are about equal to a person's reach, so they can be easily handled and manipulated.

Heights

Just like panel widths, Action Office panel heights—34", 42", 48", 62", 80", and 96"—are research-based and have particular functions within the system.

For example, 34"- and 42"-high panels combine visual openness with a degree of enclosure, so you can design freestanding work areas while avoiding undefined spaces. Add a counter cap, and you'll have an area for business transactions and communication.

Use 48"-high panels to provide minimal seated privacy. With these panels, you can have a sit-down work surface, a tackboard above it, and even a counter cap.

For seated visual privacy and additional sound control, use 62"-high panels. This height accommodates a tackable display surface above a work surface, with room for a storage component.

For standing visual privacy, specify 80"-high panels. These panels will also give you increased noise control and will accommodate two storage units above a tackable surface and sit-down work surface.

The 96"-high panels are used only in constructing Action Office Super Rooms—completely enclosed areas that lend privacy for conferences, security for sensitive documents, and protection for expensive equipment and supplies.

Shapes

Action Office panels come in two basic shapes: straight and extended curved. Straight panels are the basic building blocks of the system, while extended curved panels provide a visually-softening effect and improve traffic movement throughout a space.

straight

standard
veneer
fabric-covered
acoustical
high-performance
tackable



extended curved

standard
veneer
fabric-covered
glazed



glazed



glazing frame

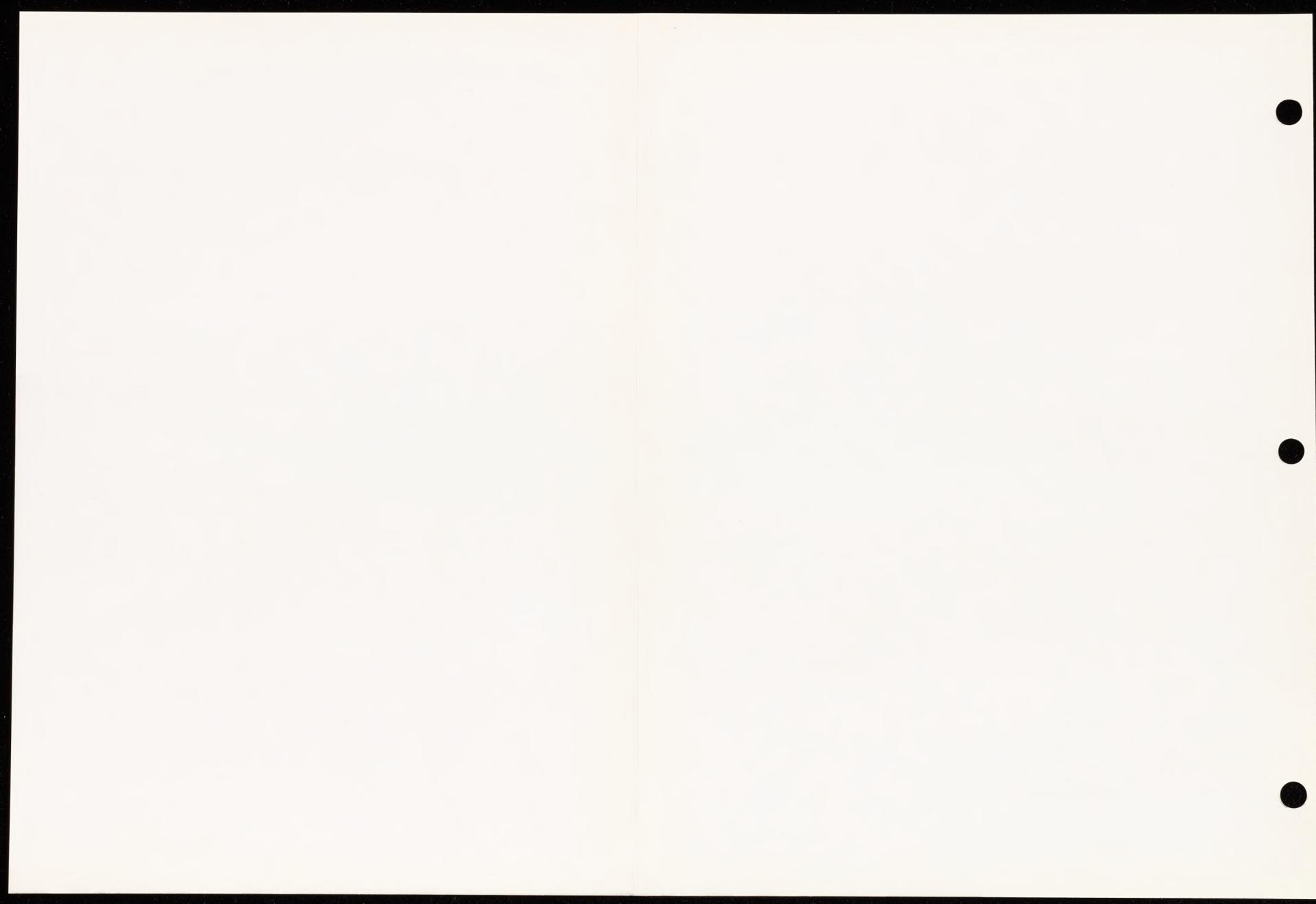


open frame



door





Panel hardware



The Action Office® panel system is easy to assemble, easy to use, and easy to rearrange.

Panels are connected by a unique wedge block/draw block system. When panels are drawn together by the draw block and torsion rod, the joint created between them holds firmly, also acting as a shock joint.

The *panel connector* joins panels of equal height in a straight line.

Panel hinges allow panels to be connected in configurations of various angles. These hinges connect panels of the same or different heights in 2-, 3-, or 4-way connections.

End caps fit on the wedge block, providing a cover or "cap" at the end of a panel run. In addition, when the hinge is used, end caps are required to provide the bond between the hinge and panel.

Rigid *corner connectors*, available in 2-, 3-, and 4-way connections, join panels at fixed, rigid 90° angles. These components have a variable height feature for use when panels of different heights come together. The top draw block can be adjusted down to pre-drilled locations to accommodate other panel heights. Rigid corner connectors are also good to use in work areas supporting a great deal of weight, such as heavily-loaded panels.

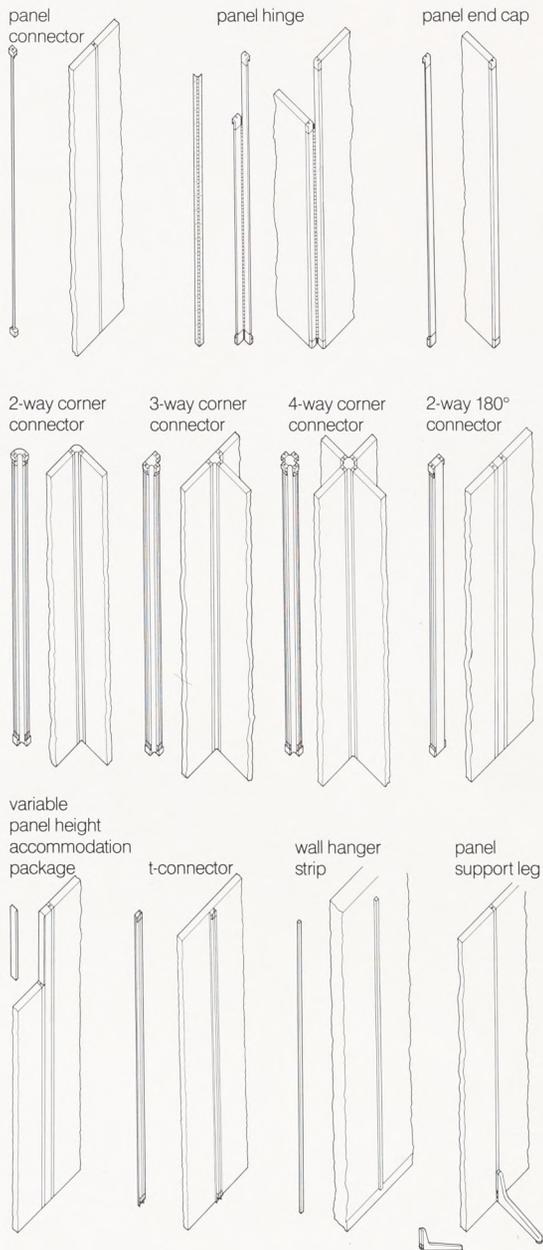
A *180° rigid connector* is available to join two panels of unequal height in a straight panel run.

When panels of different heights are joined together some of the hanger frame of the higher panel is exposed. A *variable panel height accommodation package* must then be used with the rigid corner connector to provide the finished trim detail. The accommodation package is a trim piece which is available in a 46" length. It can be cut to smaller sizes as the height between panels being connected decreases. For example, when joining 80" and 34" panels, the full 46 inches of the trim piece would be used. When joining 62" and 80" panels, only 18 inches of the trim piece would be needed.

T-connectors fasten one panel to another of the same height at any point along the panel width. They can also be used to fasten a panel to a wall or column.

Wall hanger strips can be used to hang Action Office components on fixed walls.

A *panel support leg* is used at a panel joint or the end of a panel run to provide panel support in non-load bearing panel runs.





Energy components



Action Office® power systems can be planned and installed to give you energy only where you need it. And they can be easily changed and rearranged when needs change.

The power systems do not make Action Office panels and installations obsolete; they allow you to post-fit electrical distribution and wire management components at any time.

Both the three-circuit and two-circuit power systems consist of *wire management components*, which organize, direct, and conceal telecommunication and electrical wires; and *electrical distribution components*, which manage the flow of electricity. Following are brief descriptions of these components for each system.

Three-circuit power system

Wire management components in the three-circuit system consist of *base plates*, *side covers*, and *trim covers*. Electrical distribution components are *power entries*, *energy kits*, *connector kits*, *adaptors*, and *receptacles*. The power entries, energy kits, and connector kits include both electrical distribution and wire management components.

Included with the energy kit is a flexible connector which plugs into a power block and distributes the electricity to the adjacent panel's power block. This also allows electricity to be routed in any direction at multiple panel connections.

These components can be added to the base of a panel by laying base plate/electrical harness assemblies below extended glides; making the panel-to-panel electrical connections; laying in communication cables; adding side covers and trim covers; and installing receptacles.

The three-circuit power system also has an isolated ground line to minimize electrical noise that can interfere with the operation of computer terminals and other sensitive electronic equipment.

The two-circuit power system

In this system, wire management components consist of *base plates*, *side covers*, and *trim covers*; electrical distribution components are *power entries*, *electrical whips*, and *receptacles*.

The components can be added to the panel base by laying the base plates below the extended glides; attaching the appropriate length whips to glide stems; laying in communication cables; adding side covers and trim covers; and installing receptacles.

Electrical distribution components plug together at panel joints, allowing the electricity to be routed in any direction at multiple panel connections. *Electrical couplers* must be used to connect electrical whips at all panel connections which are not straight line.

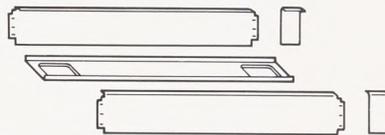
Wire management

Wire managers are available to attach to panels beneath work surfaces, to manage extra cables and wires, and to provide a more attractive work environment. In addition, where local electrical codes permit, a multi-outlet distributor can be used to provide additional electrical outlets.

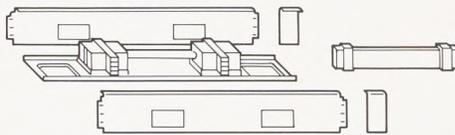
For more information on Action Office power systems, refer to the Energy booklet in this binder.

Three-circuit power system

wire management assembly

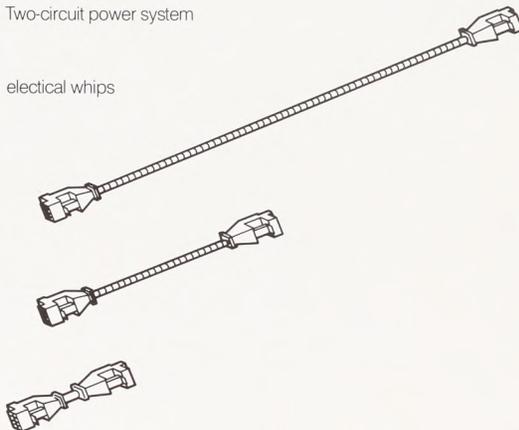


energy kit



Two-circuit power system

electrical whips





Counter caps and work surfaces



Counter cap

Counter caps are available in 24", 30", 36", 48", 60", and 72" widths to meet a variety of space planning requirements.

Placed on top of 34"-, 42"-, or 48"-high panels they can create transaction surfaces for "across the counter" activities. They are particularly useful at this height in reception areas. Placed on top of 62"- or 80"-high panels, counter caps can be used as display shelves for plants or other decorative items.

Hanging work surface

Action Office® hanging work surfaces are cantilevered. The panels perform all the load-bearing functions of conventional furniture, eliminating the need for work surfaces with furniture legs. These cantilevered work surfaces also provide flexible height adjustment not possible with conventional office furniture, and do not inhibit leg movement.

As with panels, there is a wide range of work surface sizes: 24", 30", 36", 48", 60", or 72" widths; and 18", 24", 30", or 36" depths.

Work surfaces 24" wide are available in either square or corner shapes. They can be used to hold a small machine, fill corner spaces, or act as a display shelf.

Thirty-inch and 36" work surfaces provide sizes compatible with panel widths.

The 48"-wide work surface is approximately the size of an average person's lateral reach. This size accommodates several different tasks.

The 60" and 72" work surfaces should be used where one person has several types of information to deal with. These surfaces are also the largest size that can be handled by one installer.

When considering work surface depth, the 18"-deep surface is perfect for personal office machines or as a secondary work surface.

The 24"-deep work surfaces are also based on the scale of human reach and provide an adequate amount of space for a functional work surface.

For larger paper sizes, such as computer printouts, or where many papers are used and spread out at the same time, use 30"-deep work surfaces.

And for blueprints, large drawings, etc., a 36"-deep work surface is advantageous. (The attachment of drawers to 36"-deep work surfaces is not recommended.)

Freestanding work surface

Freestanding work surfaces are available in 36", 48", 60", or 72" widths, 24", 30", or 36" depths, and in 25½" or 29" heights. They should be used for especially heavy loads and when isolation from surrounding vibrations is required.

Mobile tables, available in several widths and heights, are designed to support electronic equipment such as typewriters and personal computers that must be shared or frequently relocated. They also provide selective location within a workstation, so that a computer can be moved out of the way when not in use.

An engineering service table allows people to spread out their large drawings and blueprints, while providing complete, around-the-table access.

straight counter cap



extended curved counter cap



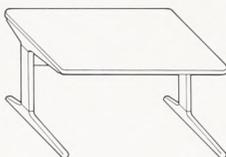
hanging work surface



corner work surface



freestanding work surface



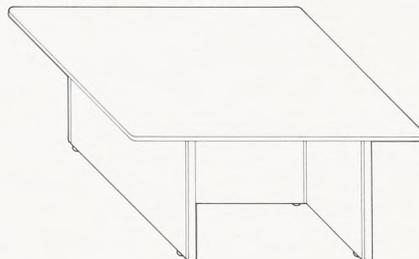
mobile table



mobile machine table



engineering service table





Information processing support products

Since the office environment is becoming increasingly automated, the Action Office® system includes a variety of information processing support components to help people and machines work together successfully.

Following are brief descriptions of these components, along with information about their appropriate uses.

Corner work surface

Corner work surfaces give you the ability to effectively use 90° corners in workstations and to support a variety of office machines, such as video display terminals and keyboards. Corner work surfaces are available in 36" and 48" widths and 24" and 30" depths, and include two 2½" diameter wire access holes for wire and cable management.

Every corner work surface is deep enough to hold a computer terminal, keyboard, and paperwork. Its extra depth permits positioning and adjusting the terminal for improved line-of-sight. Support brackets for the corner work surface can be adjusted up or down in 1" increments for a comfortable height. Keyboards can be accommodated with either an adjustable keyboard tray or a keyboard drawer. (The keyboard drawer should not be used with the 36"-wide corner work surface.)

There are two corner work surface shapes available: square back and extended curved. Square back corner work surfaces are hung on panels forming a 90° square corner. By using wall strips, corner surfaces may also be used in a 90° corner of dry wall construction.

Extended curved corner work surfaces are hung in corners where extended curved panels are used. A panel run to support one of these work surfaces consists of a 24" panel, an extended curved panel, and another 24" panel.

Turntable

The turntable is a rotating platform for shared or casual use of a VDT by two or more people. Its swivel mechanism allows rotating the terminal 349° for positioning in different directions for shared VDT workstations. A built-in stop prevents tangled wires and cables. (Note: When using a turntable in pass-through applications with an open frame panel, you must field cut the pass-through cover plate for wire and cable management.)

The turntable includes a 2" wire access hole and can be used on any panel-hung or freestanding work surface. Because it does not attach to the work surface, you can easily relocate a turntable at any time.

You can also order the turntable with an adjustable tilt keyboard tray. The tray tilts from zero to 25° with five stop positions. This allows the user to adjust the keyboard for improved visual key recognition, easier key reach, and key glare reduction.

Adjustable height table

This freestanding table supports a variety of electronic equipment. It has a manual height adjustment, so individual preferences, physical differences, and work processes can be accommodated in multiple shift operations.

There are two wire access holes and, under the work surface, predrilled holes for attachment of a pencil drawer. No keyboard drawer is needed because keyboard height can be

varied by adjusting the table itself. In fact, a keyboard drawer could interfere with a person's knees when the table is positioned at lower heights.

While loaded and in use, the table can be easily adjusted anywhere from 25" to 30" in height to accommodate various users. This crank adjustment mechanism is located in the front, 8" from the side of the table, and can be installed on either the right or left side.

If you plan to use a tackboard or other panel-hung component above an adjustable height table, remember to allow for its maximum height of 30".

Printer support table

Desk top printers, which often have a bottom feed and a rear paper collect, require a support table. The Action Office printer support table gives the user easy access to paper in storage, processing, or retrieval. It is a freestanding unit on casters, so the printer can be easily moved. Servicing, at the back of the machine, is also convenient.

A wire access hole, 2½" in diameter and located in the back right-hand corner, manages wires and cables without interfering with paper flow. Two plastic drawers hang from the table's stretchers — one for paper feed and the other for paper collection. Paper can be easily removed from the drawers, or the drawers themselves can be removed and carried to another location.

This table measures 30½" wide by 24" deep. Placement of the rear drawer requires an extra 6", for a total depth of 30". Two heights of 29" or 36" are available.

Hanging and freestanding work surfaces with wire access holes

Both hanging and freestanding work surfaces for information processing activities are available in the Action Office system. Each comes with four wire access holes to manage the wires and cables of a video display terminal and keyboard; each accepts a keyboard drawer, attached underneath the surface.

The two holes in the back of the work surface provide wire access from the VDT to the power supply, depending on where the terminal is placed on the work surface. The two holes in the front provide wire access from the VDT to the keyboard, depending on where the keyboard drawer or adjustable keyboard tray is placed below the work surface.

Keyboard drawer

This component gives the user a lockable drawer for supporting a detached keyboard. It can be attached under any hanging work surface. The lock feature helps provide security from keyboard and data theft.

The drawer is especially suited for people who use a keyboard infrequently. When the drawer is open, the keyboard is at a convenient typing height, while the work surface stays at the proper writing height. An internal tray adjustment lets the user position the keyboard at the most comfortable height within the drawer.

The keyboard drawer's internal dimensions of 22" wide by 13" deep by 4" high hold most sizes of keyboards. An integral palm rest lets the user rest his or her wrists when not keying. The keyboard drawer mechanism allows adjustment of the keyboard from the front edge of the work surface.

Machine support tray

The machine support tray holds VDTs with detached keyboards, microfiche readers, and other small machines. It has a tilt adjustment (10° above or below the horizontal) so the user can find a positive viewing angle and minimize glare on the screen. Its base swivels 349° and features a built-in stop to prevent tangled wires.

This component measures 18" wide by 18" deep by 5" high. Two 3-inch wire access holes manage wires and cables, while a non-skid surface prevents slipping. You can use this tray on any panel-hung or freestanding work surface. And you can easily relocate the tray at any time, because it does not attach to the work surface.

Tilting keyboard tray

The tilting keyboard tray, which holds detached keyboards, is designed for the infrequent or "hunt and peck" operator. It is also appropriate for users who position their keyboards at an extended reach to concentrate on other paperwork. This component allows the user to adjust the keyboard from zero to 25° — with five stop positions — to achieve improved visual key recognition and to minimize glare reflected from the keys.

Adjustable keyboard tray

The adjustable keyboard tray moves up, down, in, out, left, and right — allowing the user to position the keyboard anywhere when in use, and out of the way under the work surface when not in use. It is particularly appropriate for multiple users, or for individuals who use the keyboard a great deal and desire changes in keyboard position.

Seven-and-a-half-inch vertical and 3" horizontal armature adjustments allow selection of optimum keying height and distance from the screen. The keyboard pad can be tilted up to 15° for best keying angle, and swiveled right or left up to 30° when the VDT is shared by two people. Horizontal/vertical and tilt position locks keep the tray and keyboard in position while in use.

The adjustable keyboard tray's 22" x 10" dimensions accommodate most keyboard sizes. It is designed for use on all corner work surfaces and 24"- and 30"-deep hanging work surfaces, as well as 30"- and 36"-deep freestanding work surfaces.

Center hanger bar

The center hanger bar provides Action Office users with an organized method for filing single-point media systems.

The open unit has two end panels and a metal bar from end to end. The enclosed unit is the same, with the addition of a flipper door and shelf that can be locked for security.

The bar lets you store cartridges (Wright Line and others) that contain standard-size paper, legal-size paper, or EDP printouts. It will also hold electronic media (discs, magnetic tapes, cassettes, etc.), microfiche, or keypunch cards.

NOTE: To ensure proper component elevations, carefully review the vertical use of space section.

• On a 62"-high panel, an open center hanger bar can be mounted with a 15½"-high tackboard above a hanging work surface at sit-down height.

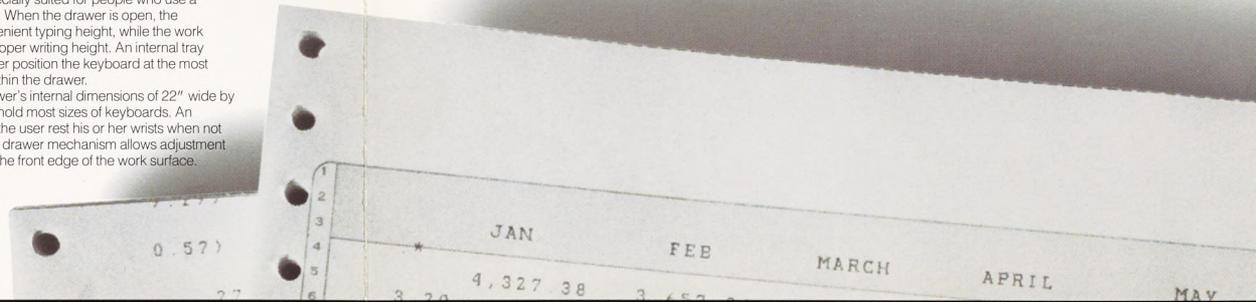
• An enclosed center hanger bar can be combined with an 11½"-high tackboard above the work surface at sit-down height.

• On an 80"-high panel, an open center hanger bar can be mounted between a 15½"-high shelf and a 15½"-high tackboard above a hanging work surface at sit-down height. In this case, the center hanger bar should be hung below the shelf to allow convenient access to stored materials.

• An enclosed center hanger bar can be combined with a 15½"-high tackboard only above the work surface at sit-down height. Storage components are not recommended above the enclosed center hanger bar.

Accessories

Several accessories are available for information processing support: reader stands and EDP reader stands, for placing copy at correct heights when keying in data; a telephone tray, for placing a standard office phone within a user's easy reach; and a pivot arm, for attaching the above accessories to panels and work surfaces.





Drawer storage and filing

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Pencil drawer

Pencil drawers are used under a work surface for storage of small items.

Medium drawer

Medium drawers are generally used to store bulkier items, such as tablets, calculators, stationery, envelopes, etc. Removable dividers and pencil trays are optional and drawers are lockable.

Storage/file drawer

Storage/file drawers are deep units that hold either letter-, international-, or legal-size hanging folders. Drawers come with locks and hanging file holders. Drop-in stationery dividers are optional.

Two-drawer storage unit

An efficient vertical combination of both the medium drawer and the storage/file drawer, these storage units have lockable, keyed-alike drawers.

Drawer caddie

The drawer caddie is a mobile storage unit. Its compact size allows users to take advantage of unused space under work surfaces or in corners.

Drawer case

Individual drawer cases are available 3", 6", or 12" high. The 3"-high drawer includes a pencil compartment; the 12"-high drawer includes a hanger frame for either letter- or legal-size hanging folders. All drawers are lockable. The drawers are also available in various combinations to form multiple drawer cases. However, in order to maintain the stability of the work surface, do not exceed the maximum stacking height indicated in the following chart.

Drawer Stack Heights

Work surface (depth and width)	Number of single cases under one work surface	Combined maximum height — case
24" x 24"	1	0
24" x 48"	2	21 $\frac{1}{8}$ "
24" x 72"	2	25"
24" x 72" (double curve)	2	37 $\frac{1}{2}$ "
30" x 48"	2	21 $\frac{1}{8}$ "
30" x 72"	2	25"

Mobile pedestal

Mobile pedestals allow storage to be moved wherever needed. Individual drawers may also be removed and taken to work spaces.

Mobile pedestals, placed under hanging work surfaces, take advantage of unused space in workstations. When rolled out, they can also serve as temporary work surfaces or side tables.

Lateral file

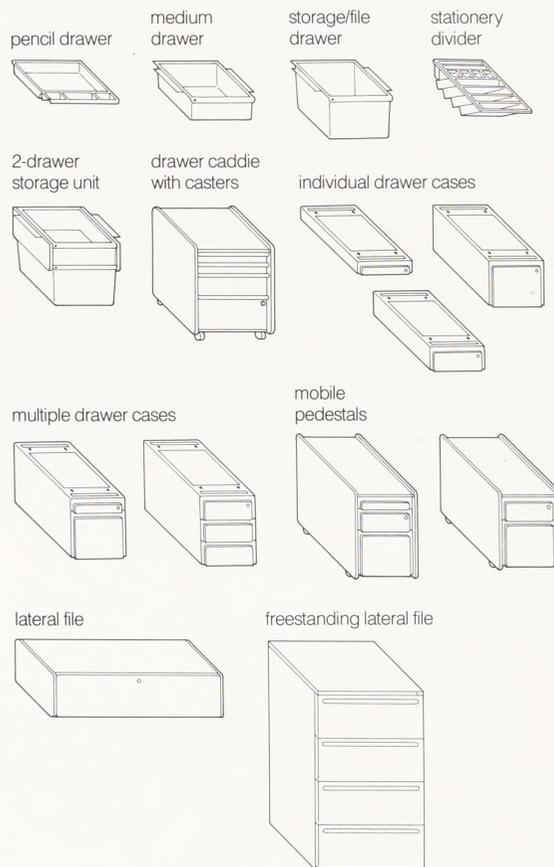
Lateral files are available in 24", 30", 36", and 48" widths. They give you space for filing both letter- and legal-size hanging file folders. Letter-size folders can be filed side-to-side; with optional file conversion kits both letter and legal files can be filed front-to-back.

Freestanding lateral file

Freestanding lateral files are available in 30" and 42" widths, with two, three, or four drawers. The files can accommodate letter-, legal-, and international-size paper. File folders can be filed side-to-side or, with the optional file convertor, front-to-back.

Standard features include floor levelers, lock, drawer labels, and label holders. An interlocking mechanism allows only one drawer to be opened at a time.

A counterweight, which must be ordered separately, should be used for maximum stability. If a counterweight is not used, the lateral files must be attached to an adjacent file or anchored to a wall.





Shelf storage

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The Action Office® system includes both open and closed shelves to hold books, folders, and other office materials. These shelves can be mounted at any height on a panel.

Shelves

Action Office shelves come in six sizes to meet a range of storage needs.

The 7½"- and 15½"-high shelves can be used as storage. In addition, the 7½" shelf can be placed at an angle for display purposes. Both are available in 24", 30", 36", and 48" widths with a depth of 12½".

The 15½"-deep shelves, either 24" or 48" wide, are particularly useful for storing data processing card boxes and vertical files. Both the 12½"- and 15½"-high shelves can be converted to closed shelving by adding flipper doors of the appropriate size.

EDP shelves, available in 24", 30", and 48" widths, store data processing papers, reports, and binders. An add-on shelf divides this unit vertically for more functional storage of many EDP materials. Add-on shelves are 24" or 48" wide.

Micro shelves, just 6" deep, can be used to hold office supplies or to display personal items. Available widths are 24" and 48".

Flipper door

Flipper doors can be ordered separately for simple on-site conversion of most Action Office shelves into enclosed storage compartments. The nylon rack and pinion gear assembly permits finger-tip opening from any point along the door. Flipper doors and shelves can also be ordered as a unit. If additional security is desired, a flipper door back panel and a flipper door security kit can be specified.

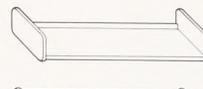
Coat rack and shelf

This component, wall or panel hung, stores employees' and visitors' outerwear at any convenient location. It has a clothes bar for coat hangers and a shelf for hats and packages.

shelf



storage/display shelf



deep shelf



EDP shelf



EDP add-on shelf



micro shelf



flipper door



flipper door unit



coat rack and shelf



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Paper-handling products



The Action Office® system includes a number of paper-handling and organizing components for both regular paperwork and EDP work.

Paper organizer

Paper organizers can be stacked, placed on their side for vertical storage, or, with the use of paper organizer connectors, hung under shelves.

Shipped eight to a box, with 12 connectors, the number of trays can vary to suit the user's needs.

EDP shelf organizer

EDP shelf organizers provide horizontal storage of EDP-size materials. They are shipped in a package of two.

Shelf organizer

Shelf organizers are designed to horizontally subdivide Action Office shelves. They come in 12" and 22½" widths, and hold letter, legal, EDP, and A4 paper sizes.

Shelf organizers are shipped three to a box and include label holders.

Shelf organizer shelf

Shelves can be used to further subdivide the space within shelf organizers. They are available in 11⅛" and 22¼" widths, and are shipped six to a box.

Shelf organizer divider

Dividers vertically subdivide shelf organizer units for forms, envelopes, checks, etc. Dividers are available in 2¼" and 6" heights, and are shipped six to a box.

Shelf divider

Shelf dividers, shipped eight to a box, attach to shelves to provide vertical subdivision and horizontal adjustability.

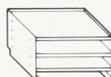
paper organizer



EDP shelf organizer



shelf organizer



shelf organizer shelf



shelf organizer divider



shelf divider



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Display products

 herman miller

The Action Office® system provides a number of display options to post information, to act as a visual aid in conferencing, or to display personal items.

Tackboard

Fabric-covered tackboards, in many choices of colors and textures, can be suspended at any height on Action Office panels. They are easily installed, removed, and relocated without disturbing adjacent furniture. And they come in a range of sizes compatible with other system components.

Double-faced tackboard

Double-faced tackboards, fully wrapped in fabric, are designed for use with open frame panels, permitting use of the tack surface from both sides.

Chalkboard

Chalkboards let the user write and present ideas, programs, schedules, and reminders in workstations, conference areas, and lecture rooms. Made of black, low-glare plastic, laminate-faced material, they can be easily removed and relocated without disrupting adjacent furniture. A chalk tray is included.

Marker board

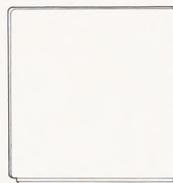
Like chalkboards, marker boards give you a vertical surface for writing and displaying information. They can also be used as projection boards for presenting visuals to a group. These boards, white with vinyl edges, include a tray, erasable markers (in red, black, blue, and green), and one eraser.

tackboard

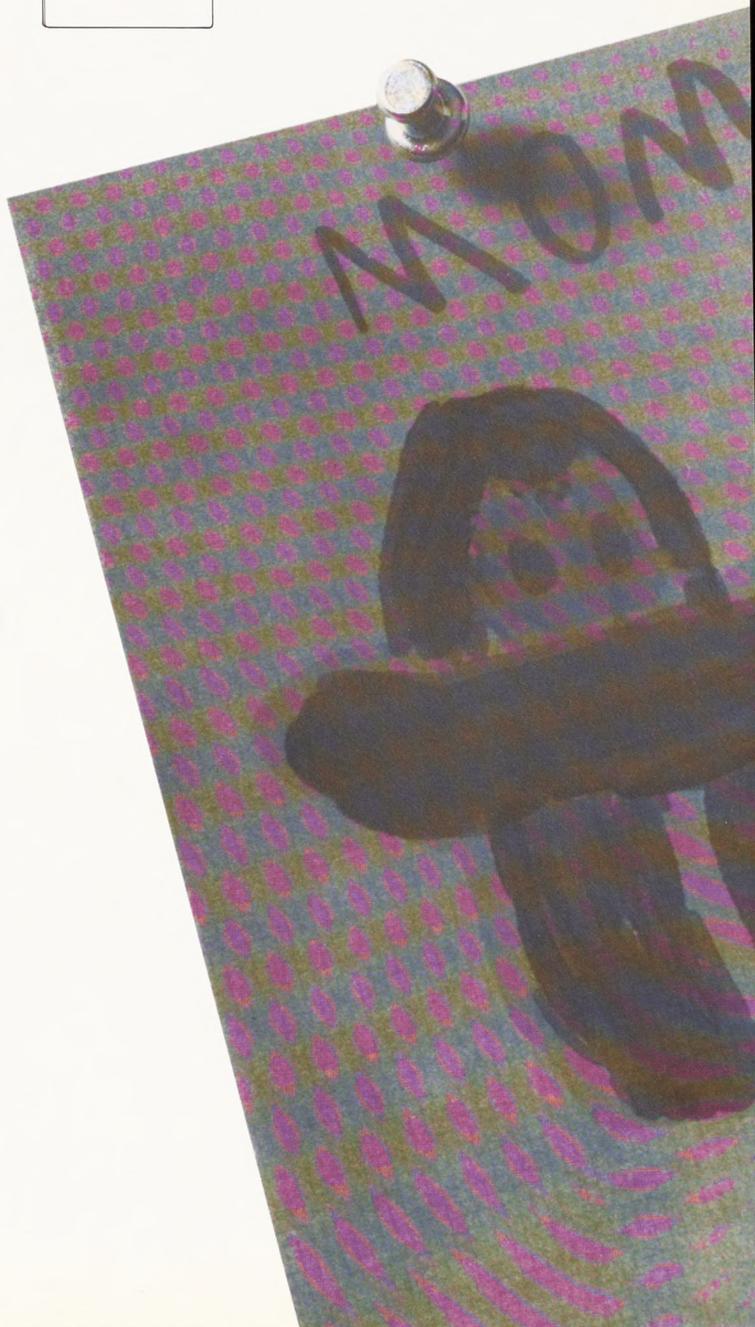
double-faced tackboard



chalkboard



marker board





Super Room®

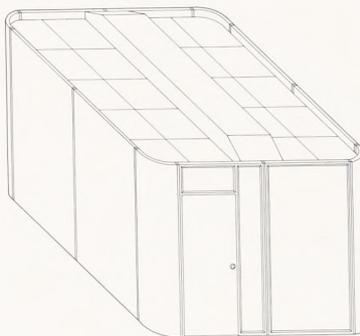
 herman miller

The Action Office® Super Room combines 96"-high panels with the appropriate ceiling components, internal wiring, and door hardware to form an enclosed room offering acoustical and visual privacy. They can be ordered as a complete package with one product number or as individual components.

Constructed of Action Office componentry, with either 90° angled or curved corners, Super Rooms require a clear height of 8'9" (105"). When installed, the room measures 100" high from floor to the top of the ceiling (exterior measurement).

Super Rooms are factory wired; fans, lights, and power poles plug into the junction box, and the 25' power pole cord can be wired into a branch circuit of the building. Super Rooms can also be field wired to meet local requirements.

10'x10' curved corner Super Room



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Lighting

 herman miller

General task lighting

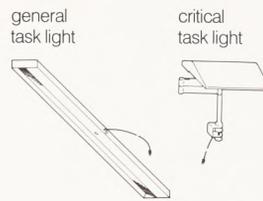
The general task light provides quality light for most office tasks, such as normal reading and writing. Designed to mount underneath any Action Office® shelf, it gives the user even illumination across a work surface. A special lens splits light passing through it, directing reflections away from users' eyes.

Critical task lighting

The critical task light is designed for work areas where critical tasks—proofreading, examining computer printouts, or inputting data from written manuscripts—are performed. Its articulated arm allows the user to direct light where it is most needed. This component mounts to any work surface or freestanding table 2" thick or less.

Display light

The display light can be used to balance contrast ratios and add visual interest and dimension to a workstation. It can also be used to "wash" panels with light, providing highlights and visual cues. It mounts under the front edge of an Action Office shelf.



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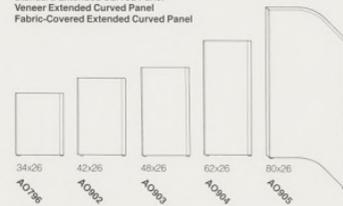


Panels

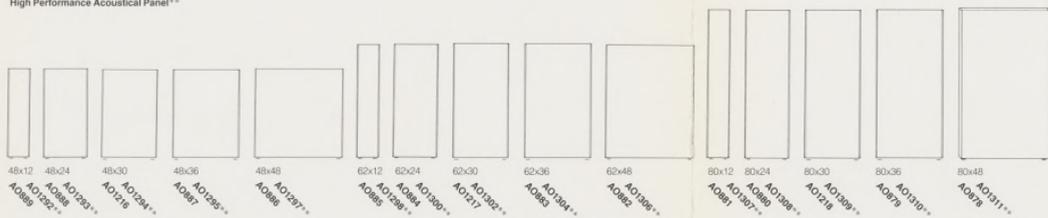
Standard Panel
 Veneer Panel
 Fabric-Covered Panel
 Tackable Panel*



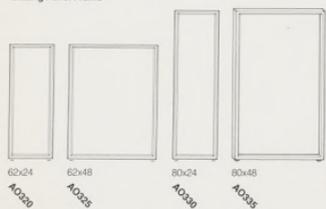
Standard Extended Curved Panel
 Veneer Extended Curved Panel
 Fabric-Covered Extended Curved Panel



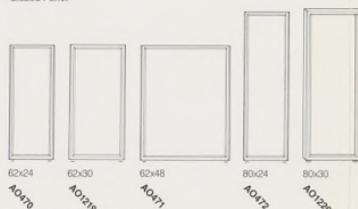
Acoustical Panel
 High Performance Acoustical Panel**



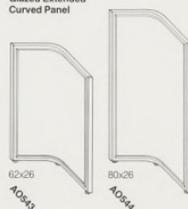
Glazing Panel Frame



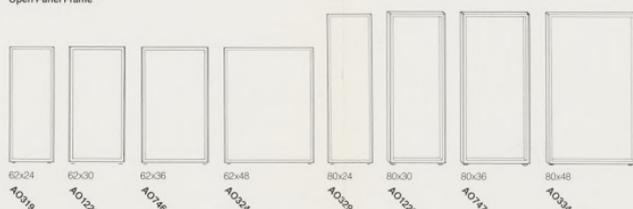
Glazed Panel



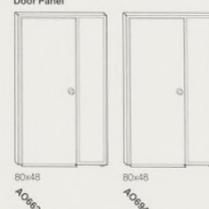
Glazed Extended Curved Panel



Open Panel Frame



Door Panel



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Panel hardware

Panel Support Leg
provides minimal panel support at a panel joint or end of panel run



AO500

Wall Hanger Strip
used to hang Action Office® components on fixed walls



60" AO216
72" AO217
84" AO218

Wall Fastener
attaches wall hanger strips to fixed walls



AO1252
AO1251
AO1250

Panel Connector
connects two panels of equal height in a straight line



34" AO806
42" AO820
48" AO834
62" AO211
80" AO212

"T" Connector
connects equal-height panels at 90° angle at any point within the panel width, structural wall, or column; requires a panel connector of equal height



34" AO808
42" AO822
48" AO836
62" AO864
80" AO865

End Cap
provides finish detail at the end of a panel run; also used with panel hinges to form angular connections



34" AO807
42" AO819
48" AO833
62" AO861
80" AO862

Wood End Cap
provides finish detail on the end of a panel; not used with panel hinges or with AO616 counter cap end support



34" AO815
42" AO819
48" AO833
62" AO867
80" AO868

Hinge
used with two end caps to connect two panels of equal or unequal heights



34" AO847
42" AO848
48" AO849
62" AO849
80" AO850

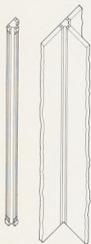
Two-way 180° Connector
rigidly connects two panels of equal or unequal heights at 180° angle



34" AO841
42" AO842
48" AO843
62" AO844
80" AO845

Two-way 90° Corner Connector
rigidly connects two panels of equal or unequal heights at 90° angle

Three-way Corner Connector
rigidly connects three panels of equal or unequal heights at 90° angles



34" AO851
42" AO852
48" AO853
62" AO854
80" AO855

Four-way Corner Connector
rigidly connects four panels of equal or unequal heights at 90° angles



34" AO856
42" AO857
48" AO858
62" AO859
80" AO860

Variable Panel Height Accommodation Package
provides finish trim detail when connecting panels of unequal heights



AO869



Counter caps

 herman miller

Counter Cap Straight



24x14

AO595



30x14

AO1230



36x14

AO601



48x14

AO596



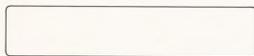
54x14

AO803



60x14

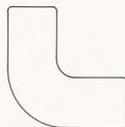
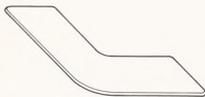
AO1231



72x14

AO804

Counter Cap Extended Curved



26x14

AO667

Center Support



AO615

End Support



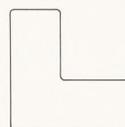
AO616

Mid-end Support



AO617

Counter Cap Right Angle



32x14

AO653



Work surfaces

Hanging Work Surface



Hanging Reference Surface



Hanging Work Surface With Wire Access Holes



Hanging Curved Work Surface



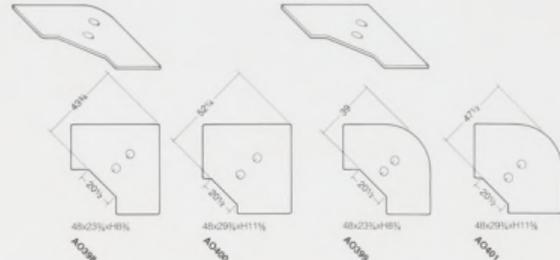
Hanging Corner Work Surface



Square back Corner Work Surface



Extended Curved Corner Work Surface



Adjustable Drafting Work Surface



Freestanding Work Surface



Adjustable Height Table Freestanding Work Surface



Freestanding Work Surface With Wire Access Holes



Printer Support Table



Adjustable Drafting Table



Engineering Service Table



Mobile Table



Mobile Machine Table



Mobile Machine Table With Wire Management



Freestanding Roll Top Work Surface



Hanging Roll Top Work Surface



Work Surface Manager



Add-on Shelf/Work Surface Manager for use with work surface manager



Pencil Tray



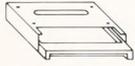
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Information processing support products

 herman miller

Keyboard Drawer



26x17xH5

AO540 w/o lock
AO541 w/lock

Machine Support Tray

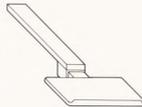


18x18xH5

AO240

Adjustable Keyboard Tray

enables keyboard heights to be adjusted;
stored beneath work surface



keyboard tray 22x10
base 7x22

AO1312

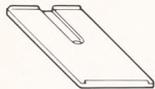
Tilting Keyboard Tray



18x12xH2¼

AO241

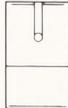
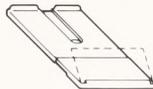
Turntable



18x30xH1½

AO417

Turntable with Tilting Keyboard Tray



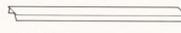
18x30xH1½

AO418

Pass-through Cover Plate



24W
AO724



48W
AO725

Reader Stand

can be used with pivot arm



15x12xH3½

AO303

EDP Reader Stand

can be used with pivot arm



15x20¼xH10

AO305

Telephone Tray

must be used with pivot arm



7¼x10¾xH2¼

AO302

Pivot Arm

includes pivot arm, panel connector,
and work surface clamp



AO304

Telephone Panel

provides surface for attachment
of a variety of commercial telephones



12½x1½xH7½

AO911



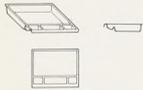
12½x1½xH15½

AO912



Drawer storage and filing

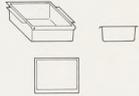
Pencil Drawer



20 $\frac{1}{4}$ "x15 $\frac{1}{2}$ "xH3
I.D. 16 $\frac{1}{8}$ "x12 $\frac{1}{8}$ "xH2

AO426

Medium Drawer

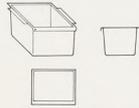


20 $\frac{3}{4}$ "x15 $\frac{1}{8}$ "xH5 $\frac{1}{2}$
I.D. 16 $\frac{1}{8}$ "x13 $\frac{1}{8}$ "xH4 $\frac{3}{4}$

AO989

Storage/File Drawer

will accommodate stationery divider AO426, or file letter, legal, or international paper sizes

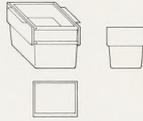


20 $\frac{3}{4}$ "x15 $\frac{1}{8}$ "xH11 $\frac{1}{2}$
I.D. 15"x13 $\frac{1}{8}$ "xH10 $\frac{1}{4}$

AO988

Two-drawer Storage Unit

bottom drawer will accommodate stationery divider AO426, or file letter, legal, or international paper sizes



20 $\frac{3}{4}$ "x15 $\frac{1}{8}$ "xH16 $\frac{1}{2}$
I.D. 16 $\frac{1}{8}$ "x13 $\frac{1}{8}$ "xH4 $\frac{3}{4}$
I.D. 15"x13 $\frac{1}{8}$ "xH10 $\frac{1}{4}$

AO987

Stationery Divider

for use in storage/file drawer and two-drawer storage unit



15"x13"xH7 $\frac{1}{2}$

AO426

Drawer Divider Package

for use in any medium 6" drawer (individual and multiple drawer cases and mobile pedestals)



15 $\frac{1}{2}$ "x13"xH7 $\frac{1}{2}$

AO397

Wide Drawer

will accommodate either 17x22 (C-size) or 22x34 (D-size) drawings



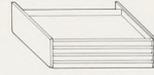
44"x24"xH3

AO989



44"x24"xH6

AO570



48"x24"xH12

AO871

Wide Drawer Insert

for installation in any wide drawer partitioned to accommodate 8 $\frac{1}{2}$ "x11 (A-size) and 11x17 (B-size) drawings



39"x17"xH2

AO872

Drawer Caddie with Casters



A Drawer
I.D. 20 $\frac{1}{8}$ "x15 $\frac{1}{8}$ "xH2 $\frac{3}{4}$

B Drawer
I.D. 20 $\frac{1}{8}$ "x15 $\frac{1}{8}$ "xH5 $\frac{1}{2}$

C Drawer
I.D. 20 $\frac{1}{8}$ "x15 $\frac{1}{8}$ "xH8 $\frac{3}{4}$

AO6301

Individual Drawer Case



15 $\frac{1}{2}$ "x22 $\frac{3}{8}$ "xH3 $\frac{1}{2}$



15 $\frac{1}{2}$ "x22 $\frac{3}{8}$ "xH6 $\frac{1}{4}$

AO387



15 $\frac{1}{2}$ "x22 $\frac{3}{8}$ "xH12 $\frac{1}{2}$

AO388



15 $\frac{1}{2}$ "x22 $\frac{3}{8}$ "xH15 $\frac{1}{2}$

AO391



15 $\frac{1}{2}$ "x22 $\frac{3}{8}$ "xH18 $\frac{3}{4}$

AO393



15 $\frac{1}{2}$ "x22 $\frac{3}{8}$ "xH18 $\frac{3}{4}$

AO394

Mobile Pedestal



17"x23"xH23 $\frac{1}{2}$

AO355



17"x23"xH26 $\frac{1}{2}$

AO356

File Compressor and/or Drawer Divider



11"x4"xH5 $\frac{1}{2}$

AO924

Lateral File



24"x15 $\frac{1}{2}$ "xH12 $\frac{1}{2}$

AO377



30"x15 $\frac{1}{2}$ "xH12 $\frac{1}{2}$

AO1232



36"x15 $\frac{1}{2}$ "xH12 $\frac{1}{2}$

AO378



48"x15 $\frac{1}{2}$ "xH12 $\frac{1}{2}$

AO379

File Conversion Kit



AO468

Freestanding Lateral File



30 or 42"x19 $\frac{1}{2}$ "xH26 $\frac{1}{2}$

ES210.42
ES210.30



30 or 42"x19 $\frac{1}{2}$ "xH41

ES220.42
ES220.30



30 or 42"x19 $\frac{1}{2}$ "xH54

ES230.42
ES230.30

Freestanding Lateral File Converter



ES920

Freestanding Lateral File Counterweight

ES930.42
ES930.30



Shelf storage

Storage/Display Shelf



Shelf



Deep Shelf



EDP Shelf



Add-on EDP Shelf



Micro Shelf



Flipper Door



Flipper Door Security Kit*

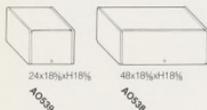


Flipper Door Unit



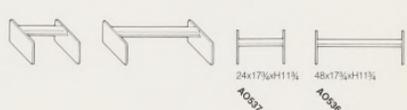
Enclosed Center Hanger Bar

includes two end panels, shelf, hanger bar and flipper door with lock



Open Center Hanger Bar

includes two end panels and hanger bar



Rolled Drawing Storage

Use with Micro Shelf, 3" wide webbing for vertical storage of rolled drawings



Coat Rack and Shelf



Flipper Door Back Panel



Display Shelf





Paper-handling products



EDP Shelf Organizer



16½x11xH2½

AO462

EDP Organizer Hanger

suspends EDP organizer under 12½"-deep shelf



AO478

Shelf Divider

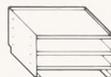


3⅞x11xH5½

AO586
AO223 LN

Shelf Organizer

includes two end panels, one back panel, three shelves, and a package of label holders



12x12xH12½

AO991



22½x12xH12½

AO992

Shelf Organizer Shelf



11x11½

AO993



22¼x11

AO994



2¼x11xH2¼

AO997



2¼x11xH6

AO998

Paper Organizer



AO423

(4 units fit 12½" shelf with flipper door)
(5 units fit 12½" shelf without flipper door)
(6 units fit 15½" shelf with flipper door)
(7 units fit 15½" shelf without flipper door)

Paper Organizer Connector



AO424

Paper Organizer Adapter

suspends paper organizer under 12½"-deep shelf



AO425

Coat Hook



5⅞x3¼xH3¾

AO224



Display products

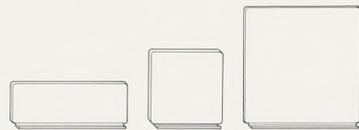
Drawing Display Clip*



23/4x13/8

AO663

Chalkboard



48x3xH20

AO283

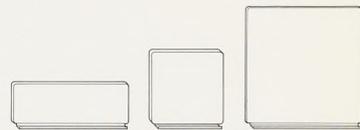
30x3xH30

AO1247

48x3xH48

AO232

Marker Board



48x3/2xH24

AO554

30x3/2xH30

AO1243

48x3/2xH48

AO555

Tackboard Double-faced tackboard**



11 1/2 x 24

AO1280**
AO1280

11 1/2 x 30

AO1289**
AO1238

11 1/2 x 48

AO1281**
AO690

11 1/2 x 60

AO1241

15 1/2 x 24

AO1282**
AO978

15 1/2 x 30

AO1280**
AO1239

15 1/2 x 36

AO1283**
AO979

15 1/2 x 48

AO1284**
AO880

15 1/2 x 60

AO1242

30x30

AO1291**
AO1240

48x24

AO474

48x48

AO1285**
AO475

65x24

AO1286**
AO476

65x48

AO1287**
AO477

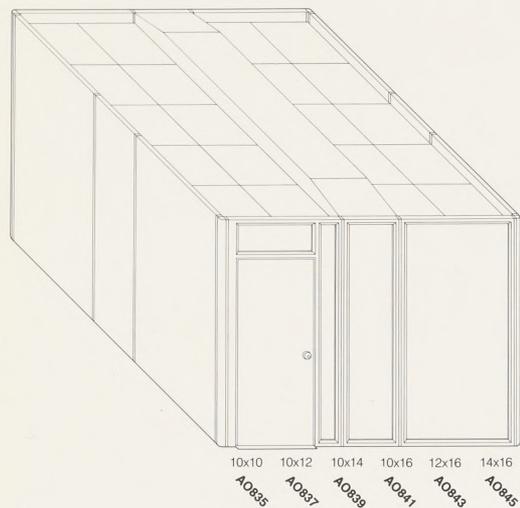
AO1288**

*The drawing display clip has been enlarged for emphasis and is not in the same scale as other products illustrated on this page.

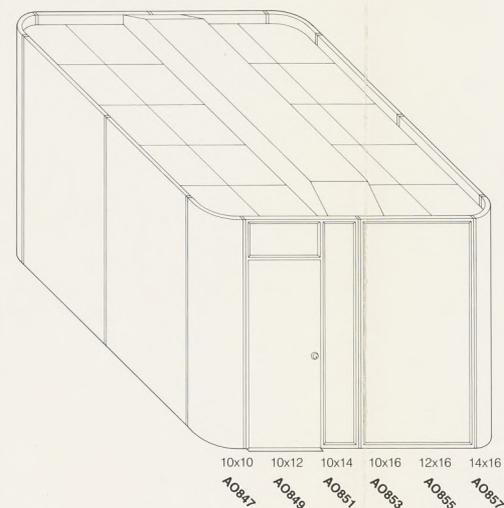


Super Room Packages

Super Room With 90-degree Corners



Super Room With Curved Corners



Standard Ceiling Tile



Curved Ceiling Tile



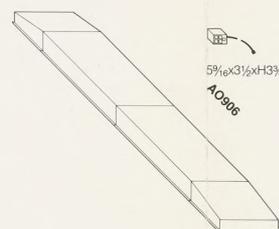
Ceiling Tile Support



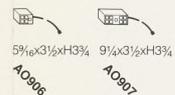
Tie Bar



Light Beam, Factory Wired

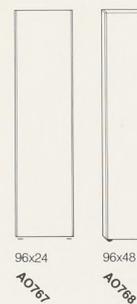


Junction Box



Super Room Components

Standard Panel



Acrylic Panel



Curved Panel



Door Panel With Integral Power Pole



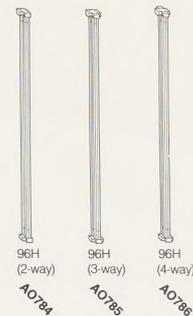
Door Panel



Panel Connector



Corner Panel Connector



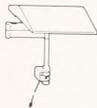


Lighting

 herman miller

Critical Task Light

C-clamp mounting for use on work surfaces 2" thick or less; includes one 14 watt cool white fluorescent lamp



16x18½xH18

LT100

Luxo® Light Adapter*

for mounting of Luxo light to Action Office® panel hanger frames



1¼x1¾xH5½

LT110

General Task Light

for use with 24" Action Office shelves; includes one 15 watt cool white fluorescent lamp



22x6¼xH1¾

LT120

General Task Light

for use with 36" Action Office shelves; includes one 19 watt cool white fluorescent lamp

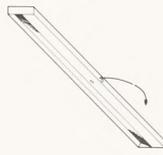


34x6¼xH1¾

LT123

General Task Light

for use with 48" Action Office shelves; includes one 30 watt cool white fluorescent lamp

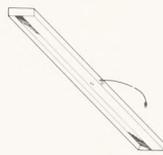


46x6¼xH1¾

LT121

General Task Light

for use with 48" Action Office shelves; includes one 30 watt cool white fluorescent lamp; high power factor ballast



46x6¼xH1¾

LT131

Display Light

for use with 24" Action Office shelves; includes one 15 watt cool white fluorescent lamp, reflector

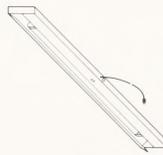


22x6¼xH1¾

LT140

Display Light

for use with 48" Action Office shelves; includes one 30 watt cool white fluorescent lamp



46x6¼xH1¾

LT141

*Luxo Light Adapter has been enlarged for emphasis and is not in the same scale as other products illustrated on this page.

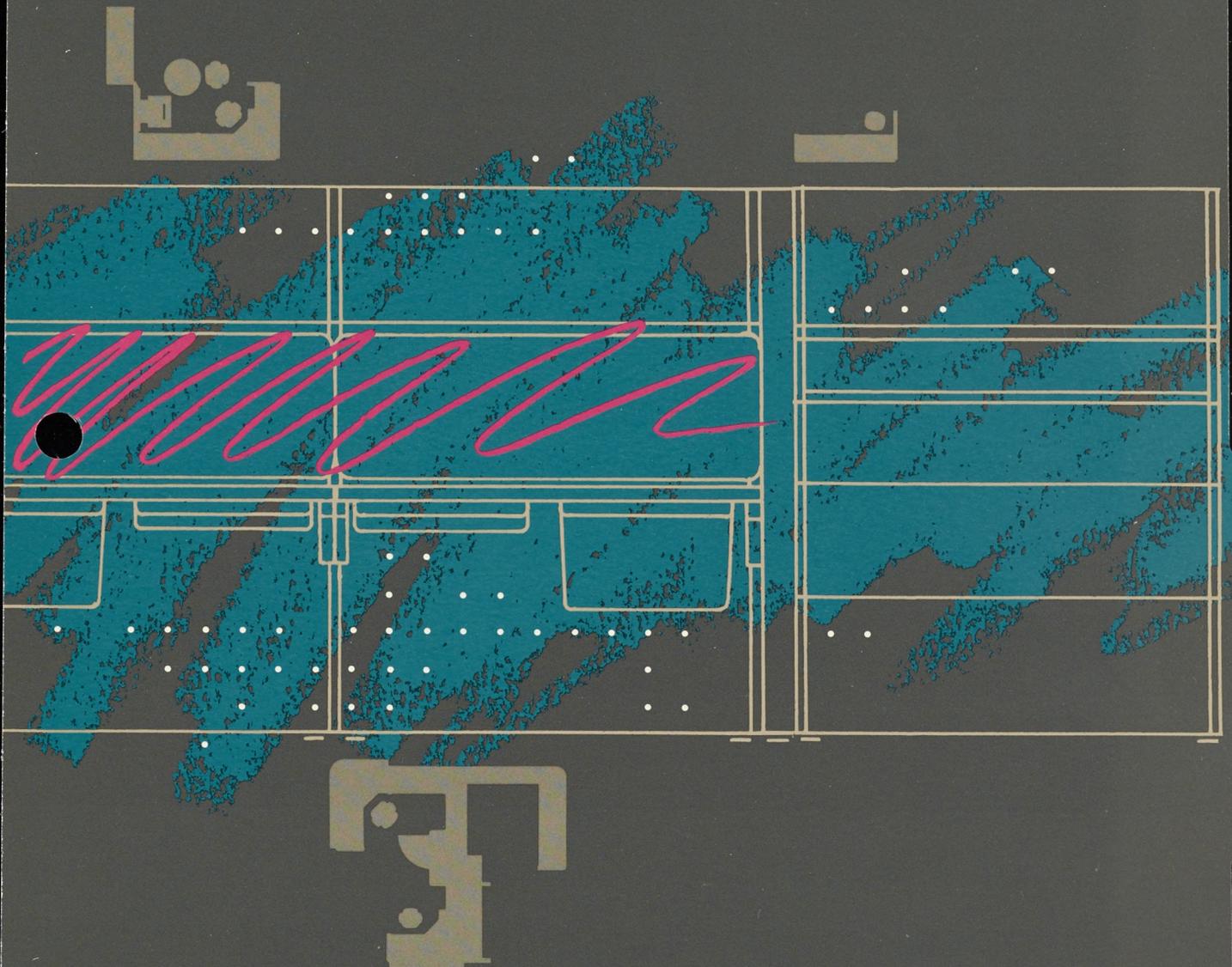
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Action Office® planning guide



Action Office® Planning Guide

How to support panel arrangements

Supporting panels properly and at regular intervals is critical to the stability and safety of Action Office® configurations. This guide details specific support requirements for the Action Office system. Follow them carefully when designing and specifying, when equipment is installed, and any time workstations are reconfigured during the life of the facility.

Four basic considerations

1. Type of support
2. Frequency of support
3. Width of the support panel
4. Height of the support panel

Types of support

The Action Office system provides three different types of panel support — panel support legs, support panels, and T-connectors.

Panel support legs can be used when a panel in the run has no components attached to it or when only non-load-bearing components (such as tackboards, chalkboards, and low display shelves) are attached. They must be positioned on both sides of a panel run being supported, even if only one side has components on it.

Support panels are panels mounted at right angles to a panel run. Use them to stabilize panels carrying load-bearing components (work surfaces, lateral files, storage shelves, etc.). Support panels must be attached to the same side of the panel run upon which the load-bearing components are hung.

Right corner connectors should be used to connect support panels. The hinge connector can only be used to connect a support panel if the other end of the panel run is supported by (a) a T-connector to a structural wall or panel, or (b) a rigid corner connector to a support panel. If using a hinge connector, the support panel must be set at a 90° angle to the panel run.

Unlike panel support legs, support panels are not required on both sides of the panel run if the opposite side of the panel run has no components attached to it. The following panels are structurally acceptable for use as support panels:

- standard panels
- veneer panels
- fabric covered panels
- extended curved panels
- acoustical panels
- high performance acoustical panels
- glazed panels

Under no circumstances should you use open frame panels as support panels.

T-connectors allow panels to be installed directly at right angles to a structural, load-bearing building wall or column. They may also be used to connect a 36" or 48" wide panel, as a support panel, to a panel run of the same height.

Frequency of support

With the Action Office system, support is required every eight feet or less along a panel run and at the beginning and end of the run. A single panel, such as a 4-foot panel used with a coat rack and shelf, requires support at each end.

Important note: Even though the extended curved panel can be used as a support panel, it does add two feet to the panel run. Thus, a run of two 4-foot panels and an extended curved panel is 10 feet in total, which exceeds the maximum.

How wide should a support panel be?

The width of a support panel should be determined by the deepest component on the panel run. If, for example, a panel within a panel run holds a 30" deep work surface and two shelves and a tackboard, a 30" wide support panel would be required at the end of the panel run.

Check the following chart for a complete listing of minimum support width requirements. In addition, the drawings include several examples which should prove helpful as a brief visual check while you're planning.

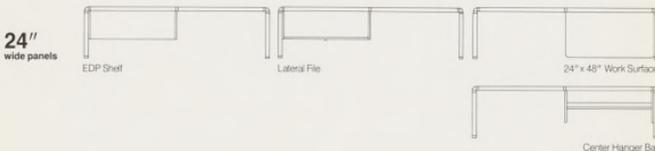
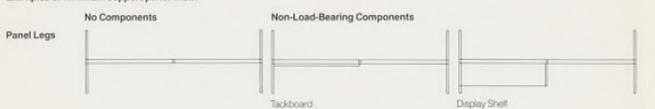
How high should a support panel be?

The height of support needed to stabilize a configuration should be determined by the number of load-bearing components of any one panel in a panel run. For example, a 62" panel with six load-bearing components on it requires a support panel of equal height at each end of the panel run. If you were to remove two components, a 48" support panel would be sufficient.

Please note the chart and drawings for a clear understanding of support panel height requirements under varying conditions.

NOTE: This information on stabilizing Action Office configurations is provided to ensure the safety of those using Herman Miller products. Failure to observe the minimum recommendations for support may result in unsafe, unstable configurations. Herman Miller will not, under any circumstances, guarantee or assume responsibility for panel configurations that do not meet these support criteria.

Examples of minimum support panel width



How wide should support be?

If one or more of these components is used on a panel run ...	the panel run requires this minimum support ...	or one of these other alternatives.
none	panel leg	T-connector to structural wall or centered on 48" wide panel
12" wide panel	24" wide panel	30" wide panel
24" extended curved panel	30" wide panel	36" wide panel
tackboard	panel leg	T-connector to structural wall or centered on 48" wide panel
display shelf	12" wide panel	24" wide panel
	24" extended curved panel	30" wide panel
	36" wide panel	48" wide panel

How wide should support be?

If one or more of these components is used on a panel run ...	the panel run requires this minimum support ...	or one of these other alternatives.
low storage shelf	12" wide panel	24" wide panel
high storage shelf	24" wide panel	30" wide panel
display shelf	24" extended curved panel	36" wide panel
		48" wide panel
		T-connector to structural wall or centered on 48" wide panel

How wide should support be?

If one or more of these components is used on a panel run ...	the panel run requires this minimum support ...	or one of these other alternatives.
EDP shelf	24" wide panel	24" extended curved panel
lateral file	30" wide panel	36" wide panel
24" work surface	36" wide panel	48" wide panel
center hanger bar	48" wide panel	T-connector to structural wall or centered on 48" wide panel

How wide should support be?

If one or more of these components is used on a panel run ...	the panel run requires this minimum support ...	or one of these other alternatives.
30" work surface	30" wide panel	36" wide panel
	48" wide panel	48" wide panel
		T-connector to structural wall

How wide should support be?

If one or more of these components is used on a panel run ...	the panel run requires this minimum support ...	or one of these other alternatives.
36" work surface	36" wide panel	48" wide panel
drafting board	48" wide panel	T-connector to structural wall

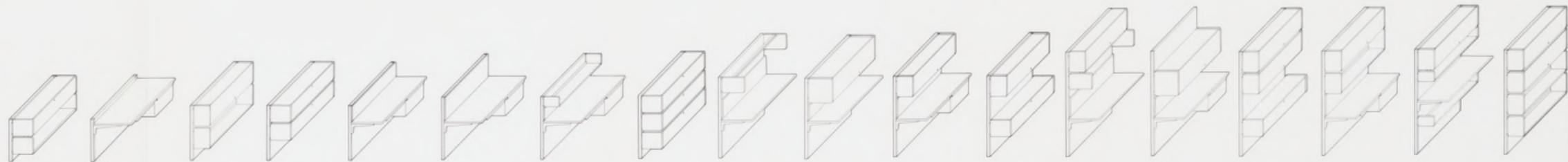


How to use vertical space

One of the most valuable benefits of the Action Office® system is that its vertical surfaces can be used to hang work surfaces and storage and display components, conserving floor space while increasing workstation capabilities.

While the possible combinations of components you can hang from a panel are too numerous to illustrate, this fold-out indicates some typical configurations. We suggest you use them, along with the exact dimensions listed, as a guide when developing your Action Office elevations.

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96" Super Room® panel height

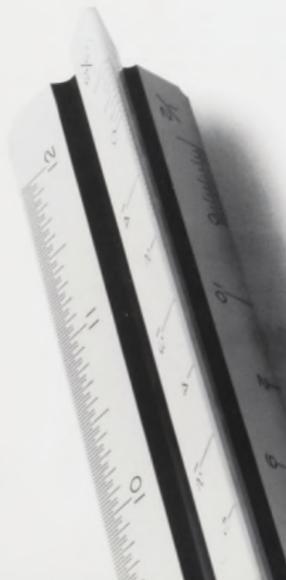
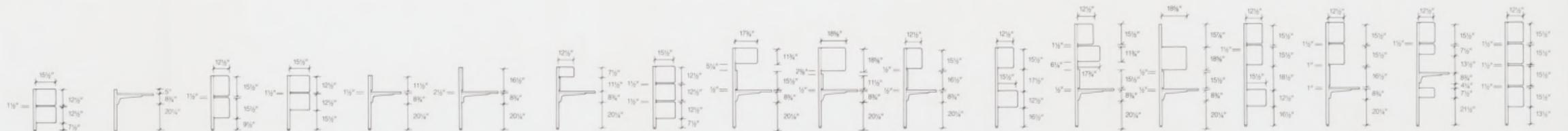
80" panel height

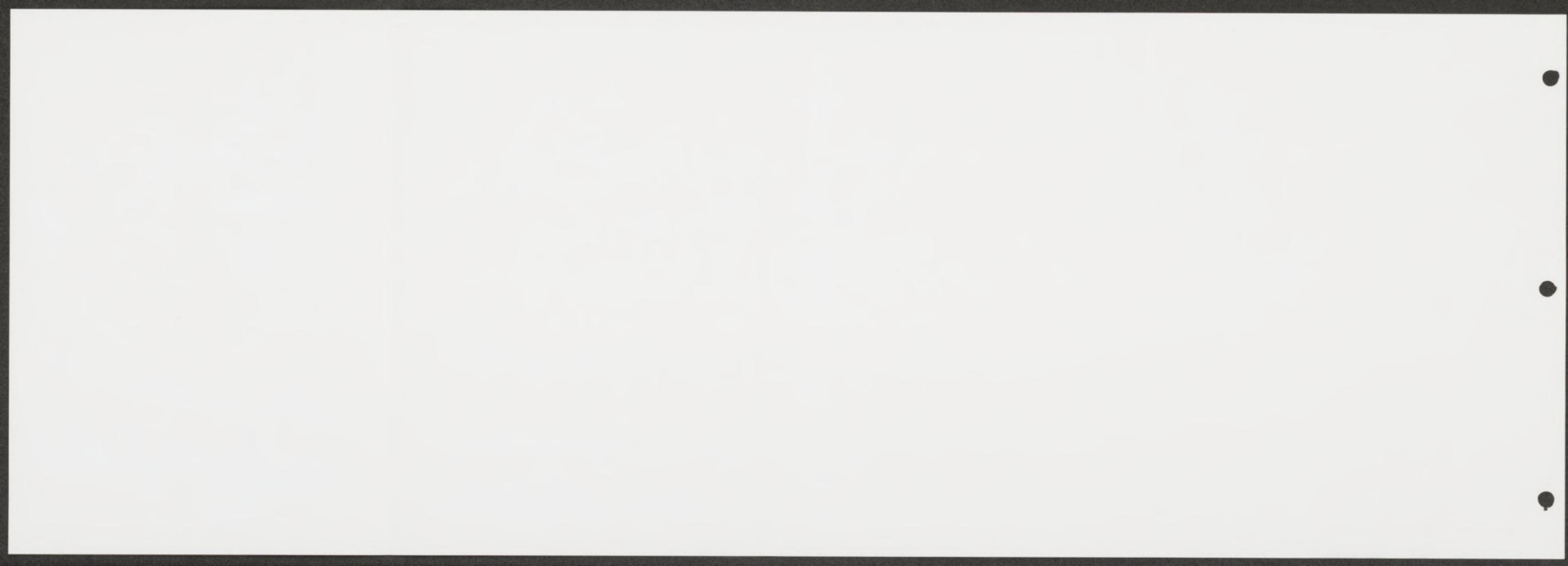
62" panel height

48" panel height

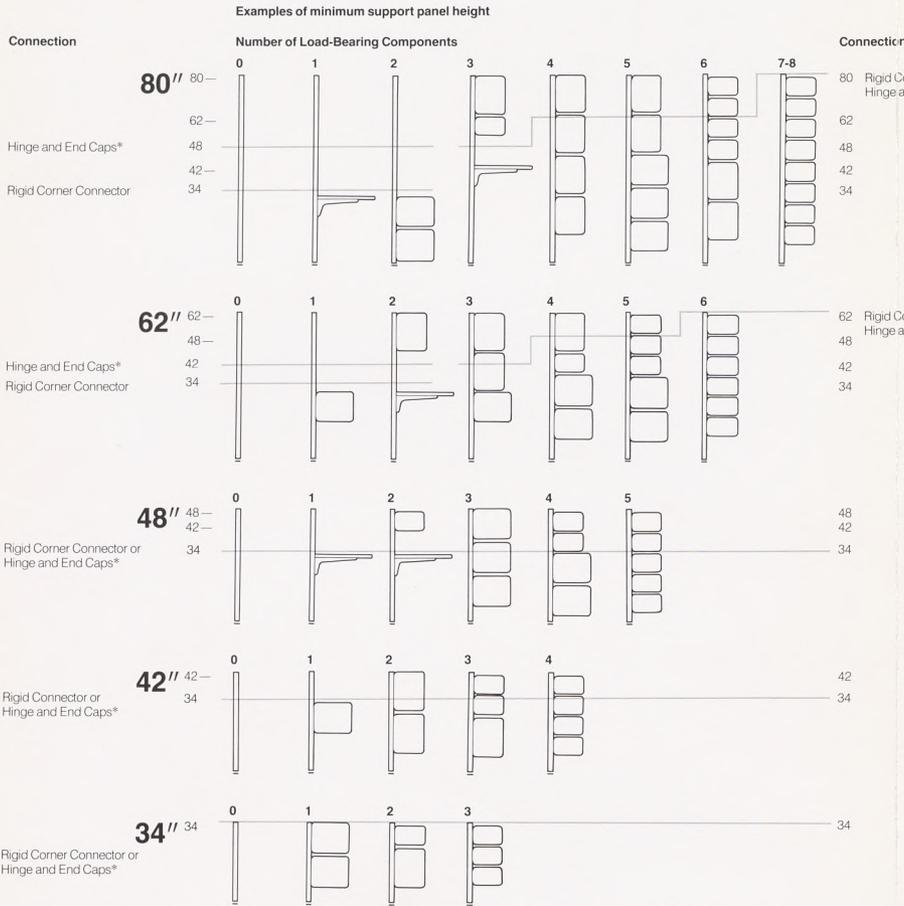
42" panel height

34" panel height





Supporting panel arrangements, continued



*Note: The hinge connector can only be used to connect a support panel if the other end of the panel run is supported by (a) a T-connector to a structural wall or panel, or (b) a rigid corner connector to a support panel. The support panel must be set at a 90° angle to the panel run.

How high should support be?

If the height of a panel within a panel run is . . .	and on it hangs the following number of load-bearing components . . .	the minimum height of the support panel should be . . .	depending on the type of connection used. See note below.	These heights are also acceptable.
80"	8-7-6	80"	Rigid or hinge/end caps*	80"
	5-4	62"	Rigid or hinge/end caps*	80" 62"
	3	48"	Rigid or hinge/end caps*	80" 62"
	2-1-0	48"	Rigid or hinge/end caps*	80" 62"
		34"	Rigid	80" 62" 48" 42"

How high should support be?

If the height of a panel within a panel run is . . .	and on it hangs the following number of load-bearing components . . .	the minimum height of the support panel should be . . .	depending on the type of connection used. See note below.	These heights are also acceptable.
62"	6	62"	Rigid or hinge/end caps*	62"
	5-4	48"	Rigid or hinge/end caps*	62" 48"
	3	42"	Rigid or hinge/end caps*	62" 48"
	2-1-0	42"	Rigid or hinge/end caps*	62" 48"
		34"	Rigid	62" 48" 42"

How high should support be?

If the height of a panel within a panel run is . . .	and on it hangs the following number of load-bearing components . . .	the minimum height of the support panel should be . . .	depending on the type of connection used. See note below.	These heights are also acceptable.
48"	5-4-3-2-1-0	34"	Rigid or hinge/end caps*	48" 42"

How high should support be?

If the height of a panel within a panel run is . . .	and on it hangs the following number of load-bearing components . . .	the minimum height of the support panel should be . . .	depending on the type of connection used. See note below.	These heights are also acceptable.
42"	4-3-2-1-0	34"	Rigid or hinge/end caps*	42"

How high should support be?

If the height of a panel within a panel run is . . .	and on it hangs the following number of load-bearing components . . .	the minimum height of the support panel should be . . .	depending on the type of connection used. See note below.	These heights are also acceptable.
34"	3-2-1-0	34"	Rigid or hinge/end caps*	

*Note: The hinge connector can be used to connect a support panel if the other end of the panel run is supported by (a) a T-connector to a structural wall or panel, or (b) a rigid connector to a support panel. The support panel must be set at a 90° angle to the panel run.



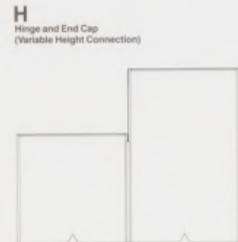
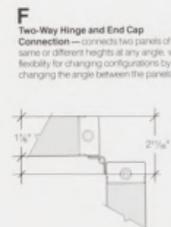
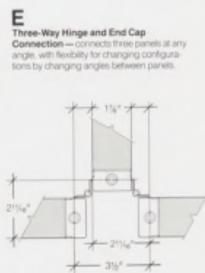
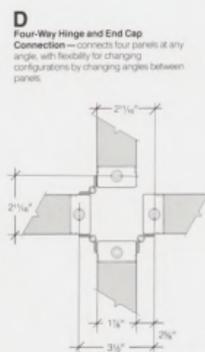
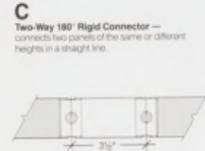
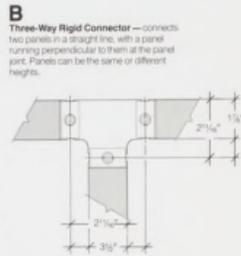
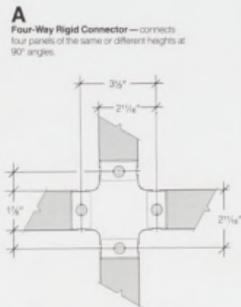
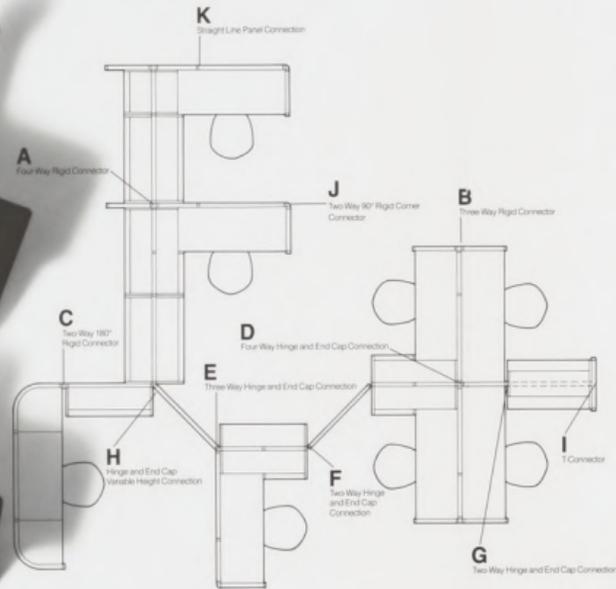
How to connect panels

There are two basic types of panel connections with the Action Office® system: rigid and hinged. Rigid connectors provide easy connection of panels in straight runs or at right angles to form multiple workstation arrangements. Rigid corner connectors are used with support/run panels in panel runs. They provide a smooth, clean appearance at the junction between panels and a high degree of structural soundness and rigidity. Hinged connectors add the dimension of flexibility. They can be used to form unique angles between panels and can be used when both ends of the panel run are connected with an adjacent support panel using a rigid corner connector.

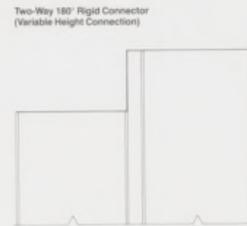
Here we have provided a sample floor plan, coded to close-up drawings of each type of panel connection available. This will help you understand the various panel connectors you can use.

A variety of different connectors are demonstrated here to illustrate the design flexibility of the Action Office system.

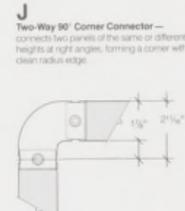
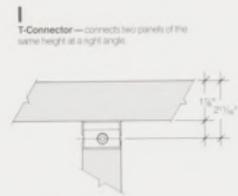
Note: All connectors, except for the straight line panel connector (K), add inches to the panel run (see drawings). This built-up is the same whether rigid or hinged connectors are used. Keep this factor in mind, especially where panel runs are long and available space is particularly limited.



Specify panel end caps in both panel heights and hinge corresponding to the height of the lower panel. Note: See panel support requirements for specific limitations.



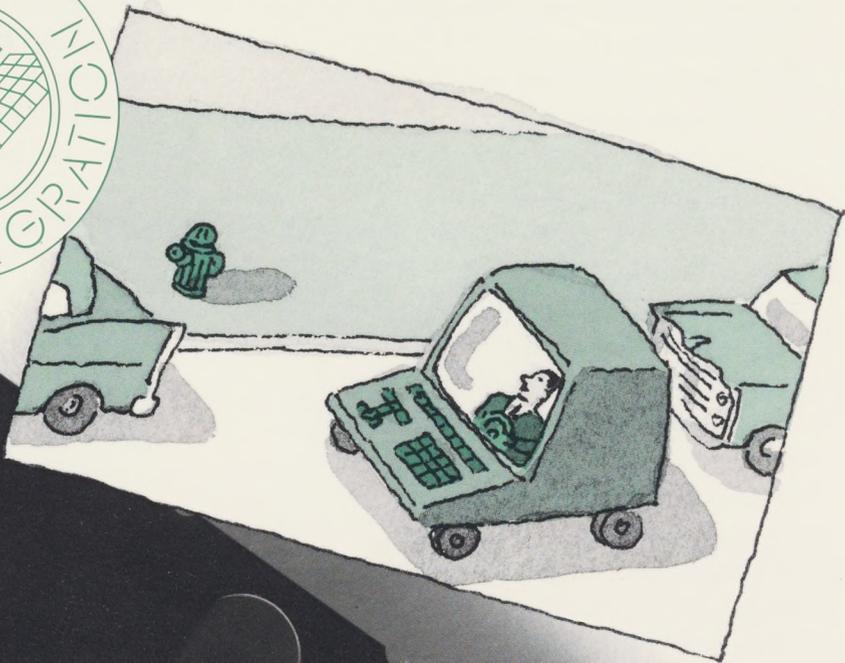
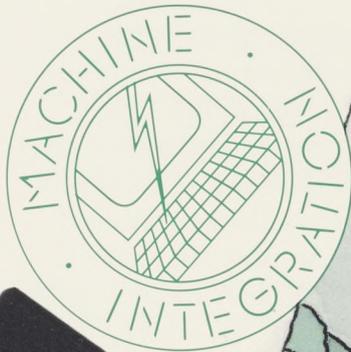
Specify connector in height of highest panel plus one variable panel height accommodation package (ACM66) for each panel lower in height. (This is held trimmed to size.)



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Machine integration and the Action Office[®] system:
Helping people and machines work together



The electronic revolution, moving as rapidly as it has, has trapped many organizations in midstream. Their facilities, once perfectly adequate, can no longer accommodate the almost constant change and transition that occur in the highly automated office. The technology that should increase efficiency and productivity has instead become a difficulty.

This is called *facility mismatch*—the inefficiency that results from environments not being adaptable to advancing technologies.

In researching the effects of office automation, Herman Miller has studied in great detail the interrelationships between people, work process, and the environment. As a result, Herman Miller has developed equipment that recognizes the differences in the ways people work in the automated office—equipment that is designed to adapt to change, to prevent facility mismatch. With the growing trend toward individual VDT use, such flexibility becomes more and more necessary.

With nearly 20 years of use and refinement, Herman Miller's Action Office® system has highly developed answers to facility problems, flexible solutions that minimize the frustration of dealing with automation in the office. It provides designers with the specialized components they need to prevent facility mismatch.

Among these components are corner work surfaces, adjustable height freestanding work surfaces, mobile machine tables, and mobile printer support tables, which provide support and mobility for VDTs and printers.

In addition, turntables, machine support trays, keyboard drawers, and adjustable keyboard trays provide flexibility and adjustability for VDTs and keyboards.

Finally, open and enclosed center hanger bars, EDP shelves, and EDP shelf organizers facilitate specialized storage of EDP media.

As you begin to plan your Action Office environments, we suggest you refer to the *Action Office System Overview* section of this binder. There, brief descriptions of each of these specialized components are provided along with suggested uses.

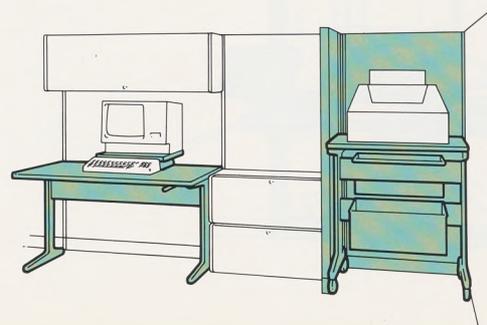
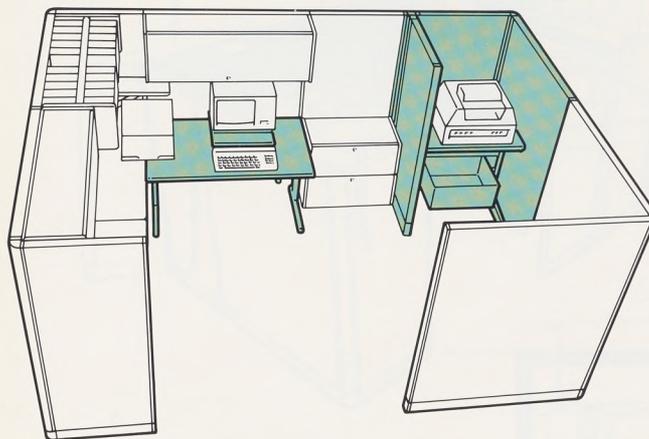
The sample configurations shown here will provide basic guidelines for the intended use of various Action Office components.

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Technical workstation

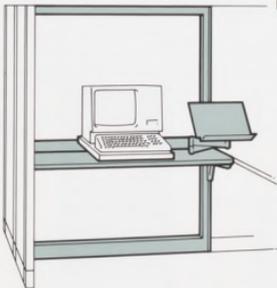
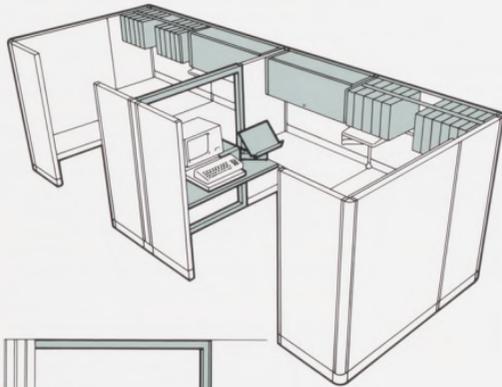
This workstation is equipped to support the requirements of the technical office worker. And if more than one person needs to use it, the workstation's adjustability means quick, easy transitions into productive, comfortable environments.

The adjustable-height freestanding work surface supports a keyboard and video display terminal. The table's 5" adjustment range provides the necessary flexibility for multiple users. The VDT rests on the machine support tray, a swivel-based component that tilts to minimize screen glare and improve viewing angle. The tray is relocatable to any work surface or table. The mobile printer support table permits convenient loading of paper and easy access during storage, processing, and retrieval. Enclosed on three sides by acoustical panels, noise is reduced without affecting accessibility.



Shared clerical workstation

Here, shared access to a video display terminal is convenient and quick without affecting individual needs for media storage and privacy. Two clerical workstations are linked by an open frame panel and a turntable, a rotating (349°) platform that allows sharing of a VDT between two (or more) users. The work surfaces are connected by a pass-through cover plate to ensure full support of the turntable. Easily accessible storage components, including center hanger bars, flipper door units, paper organizers, and reader stands, accommodate a wide variety of media needs.

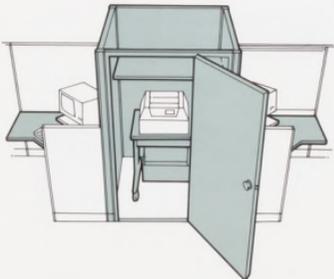
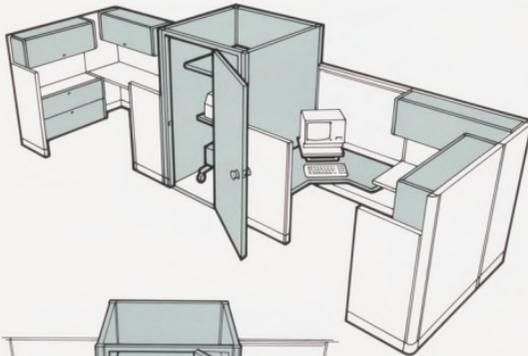


Clerical workstations

Workers who spend the majority of their time in front of video display terminals need efficient spaces and freedom from the noise and heat generated in the automated office.

These workstations make use of corner work surfaces, located at an appropriate typing height, and machine support trays, which elevate the VDT for proper viewing height, providing screen adjustability, EDP flipper door units, lateral files, and additional work surface space complement this compact area.

Separating the two stations and housing a printer and printer support table is a printer closet, made from standard Action Office® 80-inch high panels and components. This compartment greatly reduces distractions while retaining the accessibility needed in fast paced clerical work. A work surface located within the closet provides paper storage as well as sound control.

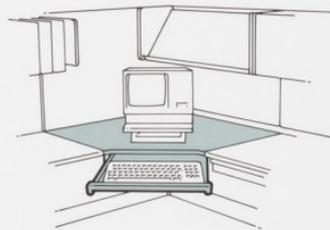
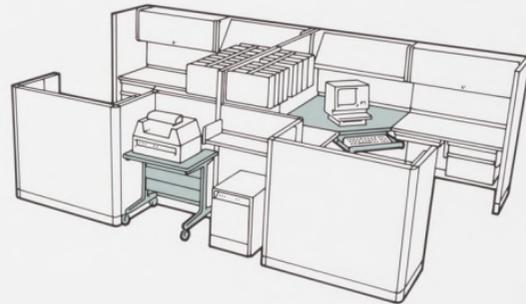


Professional workstation

The Action Office configuration allows the professional to incorporate flexible computer support products in his/her immediate work area while providing a convenient yet isolated place for distracting noisy equipment such as a printer or central processing unit (CPU).

Within the workstation and supporting the keyboard is the keyboard drawer. This drawer provides support and storage for the keyboard below the corner work surface. The drawer is lockable and includes a palm rest.

The mobile printer support table and the CPU are isolated from the immediate work areas for noise control and visual appeal.

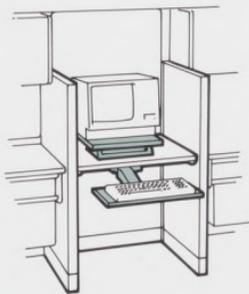
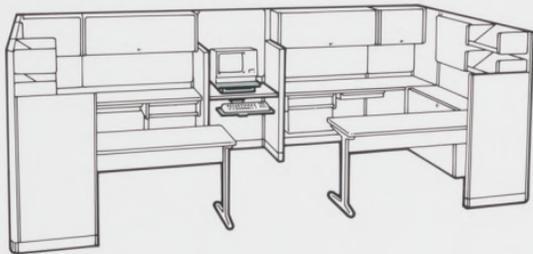


herman miller

Shared professional workstation

More and more professional office workers are shifting to multi-function video display terminals to enhance their productivity. Often, however, individual use is rather limited, necessitating offices that afford shared VDT use.

Since two workers share this centrally-located VDT, the screen and keyboard must be adjustable to individual needs. This is accomplished with two components: the machine support tray, which tilts to control screen glare and improve viewing angle; and the adjustable keyboard tray, which has horizontal, vertical, swivel, and tilt movements to provide multiple keying heights to minimize keyboard glare and increase worker comfort.



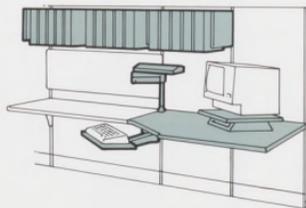
herman miller

Managerial workstation

Managers are increasingly aware of the need for functional work environments. Comfortable access to VDTs, however, must not limit other types of office activities.

The Action Office® managerial workstation illustrates that needed balance. The video display terminal, placed on a machine support tray on a corner work surface, provides efficient access to the VDT, plus ample space for the many paper-related tasks a manager must perform. Such efficient use of space is further enhanced by the adjustable keyboard tray, which supports and stores a detached keyboard below the work surface.

Various single-point filing systems are accommodated by the center hanger bar, which can be either an open or closed unit. Located under the center hanger bar is the adjustable critical task light, which supplies quality lighting for detailed tasks.



For more detailed product information . . .
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Energy and the Action Office[®] system:
Bringing power to the people



As office work methods change

to include computer terminals and related peripheral equipment, distribution of energy and communications capabilities to workstations is becoming a more critical problem.

Electric typewriters have given way to word processors; calculators have been replaced by personal computers. Office automation has created totally new energy distribution requirements.

For example, research reveals that, on average, an additional 35 feet of cable is required for every terminal that is connected to a mainframe computer. It has also been estimated that a company anticipating a 1:1 worker to terminal ratio will need an additional two and one-half receptacles per worker.

This type of technological change must be accommodated, with the realization that the energy needs of a company the day it moves into a new facility are not the same as they'll be a year later.

How can you plan to meet these various and changing power needs? Herman Miller's Action Office® power systems provide solutions that can be selectively placed, then added to, subtracted from, changed, and rearranged as needed. The power systems do not make Action Office panels and installations obsolete; they allow you to post-fit electrical distribution and wire management components at any time.

You can plan for power exactly where you need it, and *only* where you need it—and then selectively expand the system as requirements change in the future.

The basic facility needs

The Action Office power systems are designed to address four basic facility areas of energy distribution. The problems posed by each of these needs are solved by specific Action Office energy components. A brief review will help you understand the basic power needs of any facility:

1. The *supply* process bridges the gap between the building's electrical source and the office's electrical system. Electrical power is usually supplied from the ceiling, the floor, or the perimeter and/or columns of the office (wall and column outlets).
2. The *distribution* process transmits electricity from the point of supply to usage points located throughout the office.
3. *Utilization* describes the way electricity is made available and used in the work space, including the use and location of receptacles.
4. *Control* is the management of electrical and telecommunications cables—e.g., how to organize, direct, and hide from view the mass of wire and cable within today's office.

The solution: Action Office power system components

Because some offices need more electrical power than others, and some need a more complex array of electrical circuitry, Action Office offers a range of solutions.

First, there is a *three-circuit power system* for companies that require large power capacity and many electrical outlets. This power system offers a 60-amp power capacity (three 20-amp circuits) per power supply point. It also provides an electrical circuit ("C" circuit) with an isolated ground to minimize electrical interference in computer systems.

The Action Office *two-circuit power system* offers an alternative, 40-amp power system (two 20-amp circuits) for offices that require average power capacity.

Each one of these systems includes *wire management components*, which organize, conceal, and direct telecommunications and electrical wires; and *electrical distribution components*, which manage the flow of electricity throughout the office.

The three-circuit power system

In this system, wire management components consist of *base plates*, *side covers*, and *trim covers*. *Power entries*, *energy kits*, and *receptacles* are electrical distribution components.

The three-circuit power entries, energy kits, and connector kits include both wire management and electrical distribution components.

Energy and connector kits are added to the base of any Action Office panel simply by laying base plates with attached electrical harness below panel glides, laying in communication cables, and adding receptacles and trim covers.

Electrical distribution components plug into power blocks with a flexible connector, allowing three circuits of electrical energy to be routed in any direction at multiple panel intersections.

Two-circuit power system

Like the three-circuit system, this system's wire management components are also the base plate, side covers, and trim covers. The electrical distribution components consist of *electrical entries*, *whips*, and *receptacles*.

These components assemble into a modular, integrated system. They can be added to the base of any Action Office panel by laying base plates below panel glides, attaching the appropriate whip to glide stems, laying in communications cables, and adding receptacles and trim covers.

Electrical distribution components plug together at panel joints with an *eight-pin assembly*, allowing two circuits of electrical energy to be routed in any direction at multiple panel intersections.

How to choose a power solution

Before actually sitting down with plan drawings and component lists, it is important to determine which power solution is the proper choice. The electrical and wire management requirements for every facility will differ, but every facility can have an appropriate solution if you carefully consider these factors:

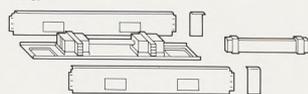
- the type of access to the building's electrical supply and the amount of power required from those supply points;
- the type of electrical circuit required by the equipment used;
- the need for access to electrical outlets;
- the required degree of flexibility to adapt to change;
- the need for management of electrical and telecommunications cables.

Since the electrical systems of facilities differ (e.g., single phase or three phase power, single ground or isolated ground, etc.), we strongly recommend that you communicate closely with facility electrical personnel during project planning to ensure that the appropriate Action Office power system is specified and method of distributing power (e.g., power pole, etc.) is determined. For detailed connection and installation information, please refer to the Action Office Installation Manual.

After you've identified a particular facility's needs, you can determine the correct Action Office power system solution.

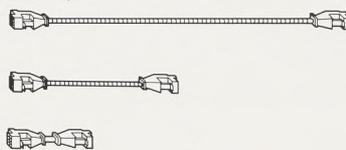
Three-circuit power system

energy kit



Two-circuit power system

electrical whips



The Action Office® three-circuit power system: A planning example

How to plan for power

Planning with either three-circuit or two-circuit power systems is primarily a matter of obtaining specific answers to the four basic areas of energy distribution: supply, distribution, utilization, and control. As you deal with each area, you'll be planning the facility's power solution.

We've developed four steps, based on the four energy concepts outlined above, for you to follow in your basic planning process for either system.

Step 1: Determine the amount of energy and location of receptacles.

This step deals with the *utilization* concept. The user's main concern is having enough energy and having it in the right places. So your first step is to determine the number and uses of receptacles in each workstation.

Once you know their uses, you can total up the number of amps required to support the equipment in that workstation. Just add the amps needed for each machine. This way, you'll know how many electrical circuits are required to deliver the power.

Step 2: Locate supply points.

Once you've determined the utilization points (Step 1), you must locate the building's supply points. These may be from the ceiling, the floor, the perimeter, and/or columns. This

information will determine the appropriate supply components for the interface between the building's and facility's systems.

Step 3: Distribution of energy.

Once the points of supply have been located, you should decide how to distribute the correct amount of energy from the supply point to workstations in the office.

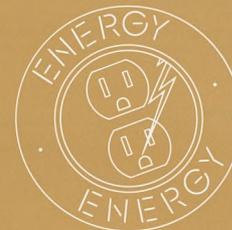
In the three-circuit system, this is done with *energy kits* and *connector kits*. In the two-circuit system, *electrical whips* and *couplers* do the job.

Step 4: Control wires and cables.

To plan wire management, you need to know all panel sizes and the types and locations of all panel junctions.

Electrical distribution components require the installation of wire management — but you can use wire management components without electrical distribution components. (For more information about this, refer to the section entitled "Controlling wires and cables" in either the three- or two-circuit planning example.)

Now you'll see how these steps are put to work in two planning examples — one for the three-circuit system, and the other for the two-circuit system.



Amperage of Common Office Electrical Devices

Amperage is also found by dividing the wattage by the voltage.

	AMPS based on 120V supply		AMPS based on 120V supply
Answering machine	.06	Microfiche reader	1.0
Adding machine	.5	Slide projector	2.0-6.0
Calculator (large) electronic	.2	Computer equipment	
Calculator (small) and charger	.07	Personal computers	2.0-4.0
Clock	.05	Draft/letter quality printers	3.0
Electric eraser	.5	Processor/disk drive unit	1.2
Panel sharpener	1.2	Modems	.15
Tape recorder	.1	Desk-top plotter	1.5
Radio	.05	Video display terminal	.8
Lights		Copiers	
100 watt	.8	Floor model	14.0-18.0
Counter cap light	.55	Desk-top	7.0-10.0
Critical task light	.35	Mail processing machines	
General task light/display light (4')	.67	Letter opener	1.9
General task light/display light (2')	.35	Postage meter	2.7
Paper shredder	4.5-13.0	UPS stamp machine	3.0
Electric typewriter	1.2	Miscellaneous	
Dictating machine	.25	Coffee brewer	4.0-10.0
Word processor	1.5	Warmer	1.5
Telecopier	.5	Microwave	8.0-12.0
Telex	5.0	Space heater	10.0-14.0

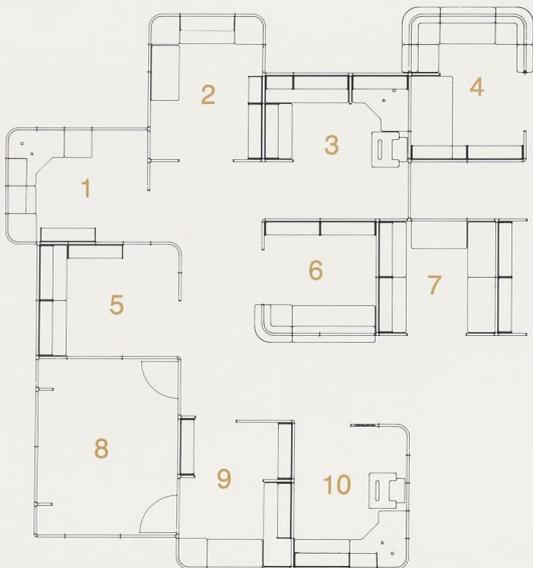
Start with your Action Office® panel layout

First, complete your plan view drawings (identifying panels, panel hardware, and work surfaces) so you can put receptacles in their proper places.

Next, use an overlay to actually indicate your electrical distribution components. Don't draw them in on your existing drawing. Use a clean copy with the overlay — to avoid confusion and make it easier for the installers.

For this planning example, we'll use the Action Office layout you see illustrated here.

Sample Action Office layout



Please Note:

- Electrical components can only be used on Class A fire rated panels.
- Wire management components can be used on all Action Office panels.
- Consult local codes for specific requirements.

Step 1: Determine the amount of energy required and the location of receptacles.

Step 2: Locate supply points.

For this phase, you'll be accomplishing both steps 1 and 2 of the four basic planning steps.

Take a look at the work sheet on the following page. You'll see we've listed all the workstations in our plan and the equipment requiring power in each. You can refer to the chart listing amperage for office equipment and fill in the number of amps required by each piece of equipment. Then total them for the number of amps required by each workstation.

Once you know the amps and the equipment per workstation, you can decide how many receptacles you need — either duplex receptacles or multi-outlet distributors — in each station. (See "More about receptacles.") You can also decide their approximate locations, based on where the equipment will go and the available locations for receptacles on the panels. Our sample workstation layout now has its receptacles in place.

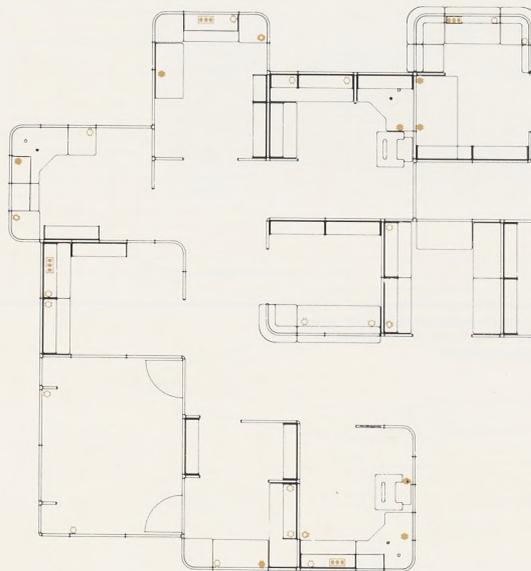
All of this work will tell you how much power you need and where you need it. But you must match need with supply at the same time, because there are limits to supply capabilities.

Sample Action Office layout with receptacles

Duplex receptacles — "a" and "b" circuits

"c" circuit (if used separately)

Multi-outlet distributor



Three-circuit Power System — Amperage and Receptacle Requirements

(Use this worksheet when "a" and "b" circuits are both used for general electrical usage and "c" circuit is used only for specific electronic equipment.)

Work Station	Electrical Equipment to be powered	a and b Circuit Section		c Circuit Section		Work Station	Electrical Equipment to be powered	a and b Circuit Section		c Circuit Section	
		Duplex Receptacles	Multi-outlet Distributors	Duplex Receptacles	Multi-outlet Distributors			Duplex Receptacles	Multi-outlet Distributors	Duplex Receptacles	Multi-outlet Distributors
	General Task Light						Clock				
	Display Light						Totals				
	Small Calculator					6	Counter Cap Light				
	Clock						Critical Task Light				
	VDT						Small Calculator				
	Totals						Microfiche Reader				
							Totals				
2	General Task Light					7	General Task Light				
	Critical Task Light						Postage Meter				
	Microfiche Reader						Stamp Machine				
	Tape Recorder						Letter Opener				
	Large Calculator						Totals				
	Radio					8	Two Small Calculators				
	VDT						Clock				
	Totals						Totals				
3	Two General Task Lights					9	General Task Light				
	Dictating Machine						Critical Task Light				
	Word Processor						Electric Typewriter				
	VDT						Clock				
	Printer						Dictating Machine				
	Totals						VDT				
							Totals				
4	Two Counter Cap Lights					10	General Task Light — 4				
	Critical Task Light						General Task Light — 2				
	Pencil Sharpener						Pencil Sharpener				
	Small Calculator						Large Calculator				
	Answering Machine						Radio				
	Mix Computer						VDT				
	Modem						Printer				
	Printer						Totals				
	Totals						Grand Totals				

Determine the number and type of equipment to be used in each workstation. List them on the "Three-circuit Power System — Amperage and Receptacle Requirements."

More about receptacles

You can choose either duplex receptacles, multi-outlet distributors, or some combination of the two, depending on how many pieces of equipment there are to plug in.

A duplex receptacle has two outlets; a multi-outlet distributor has three. Total amperage for a multi-outlet distributor should not exceed 15 amps.

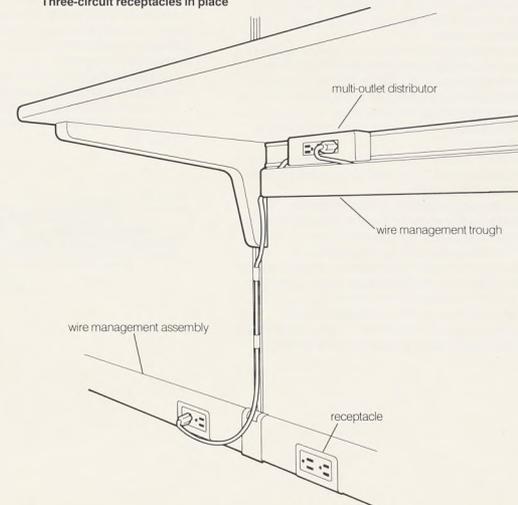
Duplex receptacles are located on the side cover of a panel and protrude about 1/2" from it. The following table tells you how many duplexes you can put on a panel.

Panel Width	Number of Duplex Receptacles	Location
12"	0	
24"	2	1 per side, right hand corner
30"	2	1 per side, right hand corner
36"	4	2 per side
48"	4	2 per side
extended curved	2	both on inside curve

A multi-outlet distributor must plug into a duplex receptacle (so you can't have the first without the second) and requires a wire management trough. Each wire management trough, located at work surface height, can hold up to two multi-outlet distributors.

When you've tallied your receptacles, divide by six for the correct number of boxes to order (they're shipped 6 to a box). If your answer comes out as a fraction, always order the next highest shipping quantity. Multi-outlet distributors are shipped 1 to a box.

Three-circuit receptacles in place



Step 2, continued**How much power can the three-circuit system handle?**

The Action Office® three-circuit power system is a six-wire system with three circuits, each with a 20-amp capacity. So the total capacity of the system is 60 amps per building supply point.

Each circuit can accommodate 13 duplex receptacles, for a total of 39 per supply point (three circuits x 13 duplex receptacles).

A cluster of workstations requiring 29 receptacles, for example, could be handled by one supply point. But some local electrical codes have different limits for the number of receptacles per circuit, so be sure to check local codes first.

Specialized circuit capacity—the third circuit

The third circuit, or "C" circuit, is specialized. It contains an isolated ground wire which is not shared with the other two circuits ("A" and "B") and is not part of the building's general ground network. This isolated ground circuit is used to provide additional protection for sensitive electronic equipment from electrical noise interference. It has a 20-amp capacity, like the other two circuits, and can accommodate the code limitation of 13 duplex receptacles.

To complete the isolated ground circuit, the building's wiring must also supply a separate isolated ground that originates at a circuit breaker panel and travels uninterrupted (never touching the other building ground network) to the building's supply points. There it connects with the three-circuit power system, and the power is then delivered to the workstation and the electronic equipment itself.

(All ground-wiring should be in accordance with the National Electrical Code, Article 250-74.)

Checking circuits: How many?

In our sample facility, we're planning a three-circuit system. But are three circuits, in fact, enough—or too much? There are several ways to check.

First, you should determine which functions or pieces of equipment will be used with each circuit, and specify the appropriate receptacles as "A," "B," or "C." (If you're not dividing circuits according to function or equipment, just total your number of receptacles, divide by three, and assign each third to a different circuit. That way, all three circuits will be used and balanced.)

For example, if circuits "A" and "B" are designated for general electrical use and "C" is used for sensitive electronic equipment, follow these steps:

1. Total up the amperage and number of duplex receptacles required by all general usage equipment. In our example, the total amperage for circuits "A" and "B" is 40 amps, and the total duplex receptacle capacity is 26. Assuming that these limits are not exceeded, the total number of duplex receptacles required is divided by two, specifying one-half in circuit "A" and the other in circuit "B."

2. Add up all sensitive electronic equipment to be identified for the "C" circuit. Remember—a single circuit can hold 13 duplex receptacles or a maximum of 20 amps.

Number of circuits determined by receptacle maximum

We've now determined the total number of electrical duplex receptacles and multi-outlet distributors necessary for our sample plan. By adding together the 21 duplex receptacles for circuits "A" and "B" and eight receptacles for circuit "C" we come up with a total of 29 duplex receptacles needed. Since 39 duplex receptacles can be powered from one supply point, one supply point is all that is needed.

Number of circuits determined by amperage maximum

Since amperage capacity is also important in determining the number of circuits, total amps should be figured.

The total amperage for the ten sample workstations is 43.5 (28.35 for "A" and "B" circuits, 15.15 for "C" circuit).

Since the amperage capacity for a single circuit is 20 amps, three circuits are necessary.

And since one supply point can supply three circuits, our earlier deduction that one supply point is necessary is correct.

Determining supply points

Supply points can be at power entries on the floor, ceiling, walls, or columns. Because the panels of workstation 4 in our example are next to a column, we can use the *direct connect power entry* to the column as our supply point.

Step 3: Distribution of energy.

Distribution is the process of joining the supply point and the access point (receptacle). This is accomplished by using a combination of *energy kits* and *connector kits*, which ensure a continuous connection between two points where energy must travel.

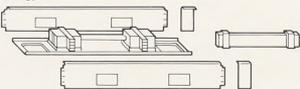
Energy kits and connector kits

Energy kits distribute the power throughout the panel installation; *connector kits* form a junction between energy kits at panel intersections. The type of connector kit used is determined by the type of panel junction (i.e., 3-way with hinge, 3-way rigid, 4-way with hinge, etc.). But electrical distribution components cannot be used where T-connectors are attached to panels.

When specifying and ordering, the size of the energy kit must match the width of the panel that it is used with.

Make sure the energy kits are positioned properly, so receptacles can plug into the sides of the panels where they are needed.

energy kit

**Basic connection****Basic panel connection**

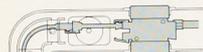
Two energy kits plug directly into each other. No additional components are required to make this connection.

**Rigid connection****180° two-way rigid connection**

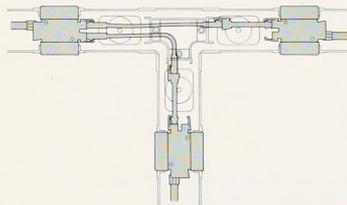
Specify: one—2-way 180° connector kit (EK414)

**90° two-way rigid connection**

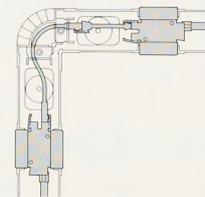
Specify: one—2-way 90° connector kit (EK413)

**Three-way rigid connection**

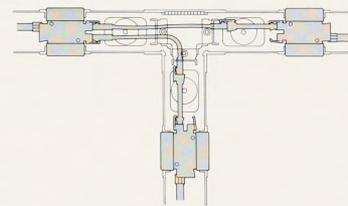
Specify: one—3-way connector kit (EK415)

**Hinge connection****Two-way hinge connection**

Specify: one—2-way hinge connector kit (EK417)

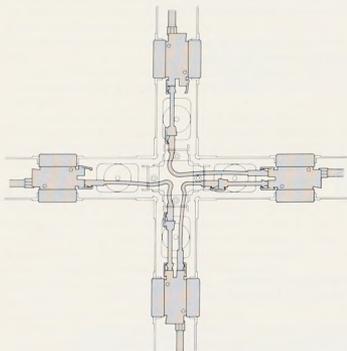
**Three-way hinge connection**

Specify: one—3-way hinge connector kit (EK418)



Four-way hinge connection

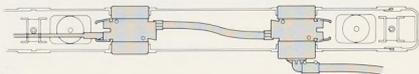
Specify: one —4-way hinge connector kit (EK419)



Supply connection

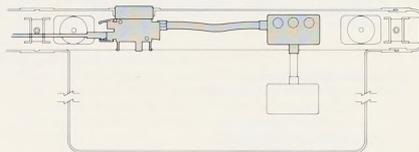
**Direct connect power entry
(Specify right or left angle elbow)**

Direct-connect power entry can be plugged into the electrical harness under the panel. The connection point is the same as for receptacles. No additional components are required to make this connection.



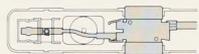
Power entry kit*

Plugs into an adjacent energy kit. No additional components are required to make this connection.



Power pole connection

The power pole plugs directly into the energy kit. No additional components are required to make this connection.

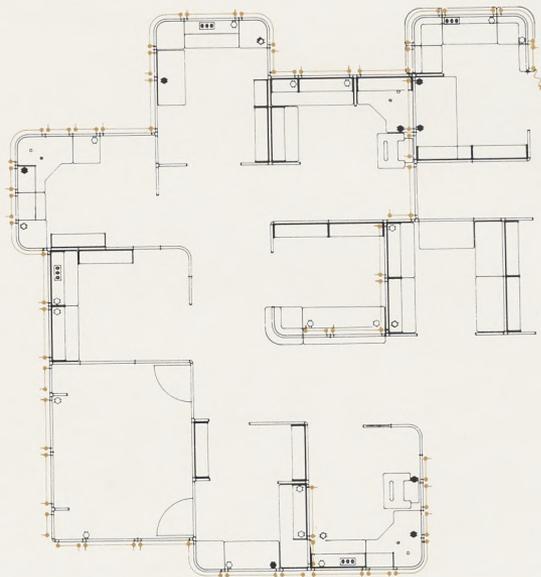


*Note: Power entry kits with larger capacity junction boxes are available where required by local code.

Sample Action Office® layout with energy kits

Here is our sample layout with energy kits indicated. Note that the short lines extending from the circles at each kit designate the side of the kit that can receive an electrical receptacle.

Energy kit (12", 24", 30", 36", 48")
Energy kit (extended curved)



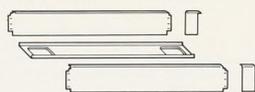
Step 4: Control wires and cables.

Wire management components organize, direct, and conceal electrical and telecommunication wires and cables. You will need the same quantity of wire management assemblies as you have panels and panel connectors, because the wire management assembly creates the raceway. Wire management components cannot be used if T-connectors are attached to panels.

Wire management components

- Wire management assemblies and trim covers conceal electrical and energy components at the base of panels.
- Telecommunication poles route telephone cables from workstations to the building structure.
- Expanded side covers conceal floor monuments and large amounts of cable or cable connections.
- Wire management troughs conceal wires under work surfaces and along panels.
- Vertical wire managers provide wire management from side covers to the bottom of work surfaces.

wire management assembly



telecommunication pole



90° two-way hinge cover



expanded side cover



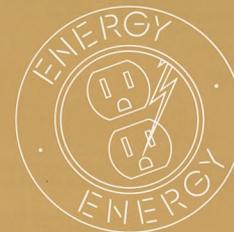
wire management trough



vertical wire manager



The Action Office® two-circuit power system: A planning example



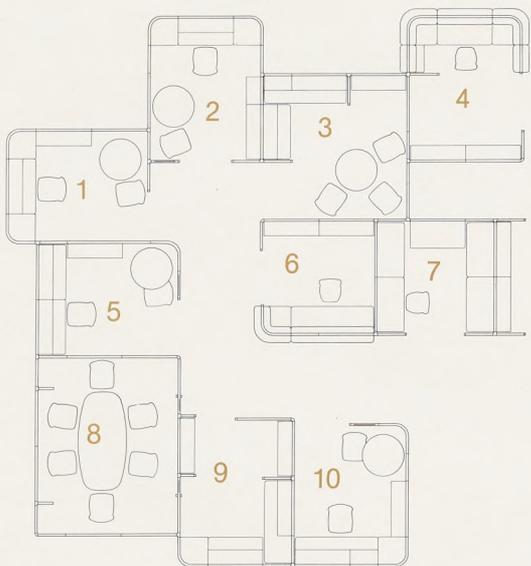
Start with your Action Office™ panel layout

First, complete your plan view drawings (identifying panels, panel hardware, and work surfaces) so you can put receptacles in their proper places.

Next, use an overlay to actually indicate your electrical distribution components. Don't draw them in on your existing drawing. Use a clean copy with the overlay — to avoid confusion and make it easier for the installers.

For this planning example, we'll use the Action Office layout you see illustrated here.

Sample Action Office layout



Please note:

- Electrical components can only be used on Class A fire rated panels.
- Wire management components can be used on all Action Office panels.
- Consult local codes for specific requirements.

Step 1: Determine the amount of energy required and the location of receptacles.

Step 2: Locate supply points.

For this phase, you'll be accomplishing both Steps 1 and 2 of the four basic planning steps.

Take a look at the work sheet below. You'll see we've listed all the workstations in our plan and the equipment requiring power in each station. You can refer to the chart listing amperage for office equipment and fill in the number of amps required by each piece of equipment. Then total them for the number of amps required in each workstation.

Once you know the amps and the equipment per workstation, you can decide how many receptacles you need — whether duplex receptacles or multi-outlet distributors — in each station (see "More about receptacles"). You can also decide their approximate locations, based on where the equipment will go and the available locations for receptacles on the panels. Our sample workstation layout now has its receptacles in place.

All of this work will tell you how much power you need and where you need it. But you must match need with supply at the same time, because there are limits to supply capabilities.

Two-circuit Power System — Amperage and Receptacle Requirements

Work Station	Electrical Equipment to be Powered	Amps	Duplex Receptacles	Multi-outlet Distributors
1	General Task Light			
	IBM Mag Card			
	IBM Memory Composer			
	Large Calculator			
	Clock			
	Totals			
2	General Task Light			
	Small Calculator			
	Dictating Machine			
	Totals			
3	Pencil Sharpener			
	Small Calculator			
	Radio			
	General Task Light			
	Totals			
4	Same as Work Station 3			
	Totals			
5	Pencil Sharpener			
	General Task Light			
	Aquatic Conditioner			
	Letter Opener			
	Small Calculator			
	Totals			

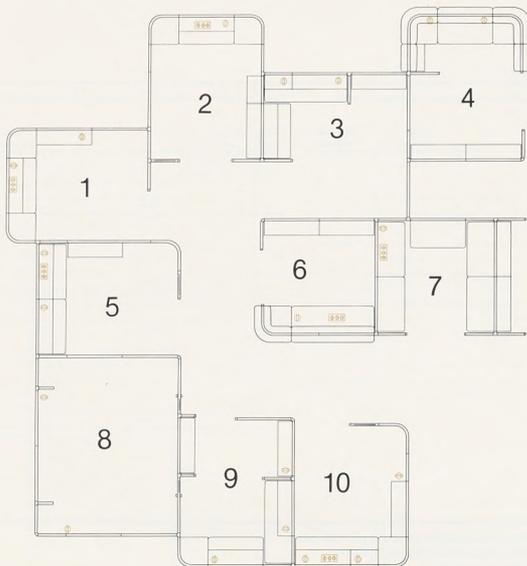
Two-circuit Power System — Amperage and Receptacle Requirements

Work Station	Electrical Equipment to be Powered	Amps	Duplex Receptacles	Multi-outlet Distributors
6	General Task Light			
	Large Calculator			
	Clock			
	Totals			
7	Postage Meter			
	Paper Folder			
	UPS Stamp Machine			
	Tape Dispenser			
	Totals			
8	Small Calculator			
	Clock			
	Totals			
9	Typewriter			
	Mail Inserting Machine			
	Letter Opener			
	Totals			
10	Radio			
	Clock			
	Totals			
10	Large Calculator			
	Totals			

Determine the number and type of equipment to be used in each workstation. List them on the "Two-circuit Power System — Amperage and Receptacle Requirements."

Sample Action Office® layout with receptacles

Duplex receptacles — "a" and "b" circuits
 Multi-outlet distributor



More about receptacles

You can choose either *duplex receptacles* or *multi-outlet distributors*, or some combination of the two, depending on how many pieces of equipment there are to plug in.

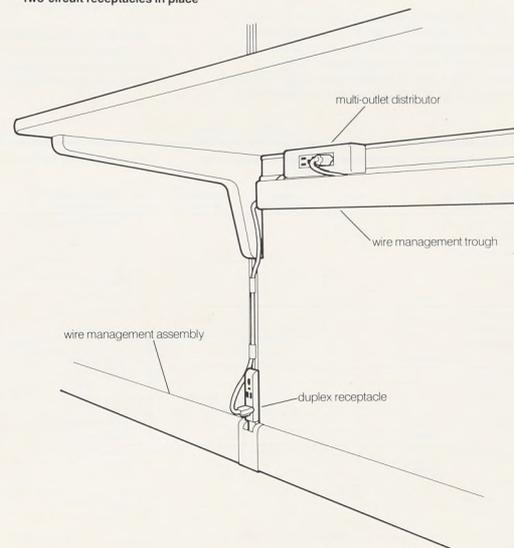
A duplex contains two outlets; a multi-outlet distributor contains three. The total amperage of a multi-outlet distributor should not exceed a 15-amp capacity.

Duplex receptacles extend about three inches above side covers. They

occupy the bottom four slots in the panel hanger frame. Remember this when specifying hanging components.

A multi-outlet distributor must plug into a duplex receptacle (so you can't have the first without the second) and requires a wire management trough. Each wire management trough, located at work surface height, can hold up to two multi-outlet distributors.

Two-circuit receptacles in place



How much power can the two-circuit system handle?

The Action Office® two-circuit power system is a four-wire system with two circuits, each with a 20-amp capacity. So the total capacity of the system is 40 amps per building supply point.

Each circuit can accommodate 13 duplex receptacles, for a total of 26 per supply point.

A cluster of workstations requiring 28 receptacles, for example, could be handled by two supply points (14 receptacles on one and 14 on the other). But some local electrical codes have different limits for the number of receptacles per circuit, so be sure to check your local codes first.

Checking circuits: How many?

In our sample facility, we're planning a two-circuit system. But are two circuits, in fact, enough? There are several ways to check.

First, you should determine which functions or pieces of equipment will be used with each circuit, and specify the appropriate receptacles as "A" or "B." (If you're not dividing circuits according to function, just total your number of receptacles, divide in half, and assign each half to a different circuit. This way, both circuits will be used and balanced.)

Remember that a single circuit can handle 13 duplex receptacles or a maximum of 20 amps. Since this system has two circuits, a maximum of 26 duplex receptacles or 40 amps can be supplied from one supply point.

Number of circuits determined by receptacle maximum

We've now determined the total number of electrical duplex receptacles and multi-outlet distributors necessary for our sample plan. By adding together the 10 duplex receptacles for circuit "A" and the 9 duplex receptacles for circuit "B," we come up with a total of 19 duplex receptacles needed. Since 26 receptacles can be electrified from one supply point, one supply point is needed.

Number of circuits determined by amperage maximum

Since amperage capacity is also important in determining the number of circuits, total amps should be figured.

The total amperage for the ten sample workstations is 40.92.

Since the average capacity for a single circuit is 20 amps, three circuits are necessary for this facility.

And since one supply point can supply two circuits, two supply points are necessary to accommodate the amperage.

Two-circuit Power System — Amperage and Receptacle Requirements

Work Station	Electrical Equipment to be Powered	Amps	Duplex Receptacles	Multi-outlet Distributors
1	General Task Light	.67		
	IBM Mag Card	3.00		
	IBM Memory Composer	2.00		
	Large Calculator	.20		
	Clock	.03		
Totals	5.90	2	1	
2	General Task Light	.67		
	Small Calculator	.07		
	Dictating Machine	.25		
	Totals	.99	1	1
3	Pencil Sharpener	1.00		
	Small Calculator	.07		
	Radio	.03		
	General Task Light	.67		
Totals	1.77	2	0	
4	Same as Work Station 3	1.77		
	Totals	1.77	2	0
5	Pencil Sharpener	1.00		
	General Task Light	.67		
	Acoustic Conditioner	.02		
	Letter Opener	1.90		
	Small Calculator	.07		
Totals	3.66	2	1	

Two-circuit Power System — Amperage and Receptacle Requirements

Work Station	Electrical Equipment to be Powered	Amps	Duplex Receptacles	Multi-outlet Distributors
6	General Task Light	.67		
	Large Calculator	.20		
	Clock	.03		
	Totals	.90	1	1
7	Postage Meter	2.70		
	Paper Folder	6.00		
	LPS Stamp Machine	3.00		
	Tape Dispenser	1.90		
	Totals	13.60	1	1
8	Small Calculator	.07		
	Clock	.03		
	Totals	0.10	2	0
9	Typewriter	1.20		
	Mail Inserting Machine	6.00		
	Letter Opener	1.90		
	Totals	9.10	3	0
10	Large Calculator	.20		
	Totals	.20	0	0

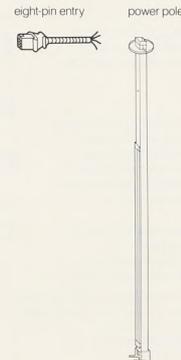
Using the information from the amperage chart, we can complete the work sheet and determine the number of duplex receptacles and multi-outlet distributors required.

Determining supply points

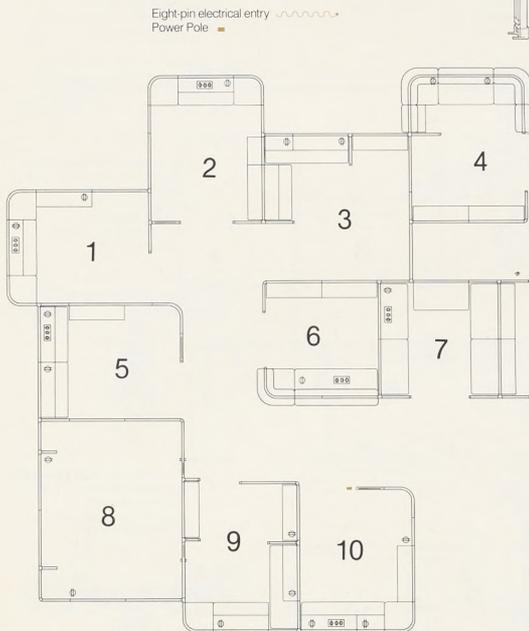
We've already determined the amperage and duplex receptacle requirements for our sample layout. That information led us to the number of circuits required, which then led us to the conclusion that two supply points are necessary.

If we assume that there are no floor ducts in this office, we must use either *eight-pin entries* from the wall, *power poles* from the ceiling, or a combination of these (since we need two supply points).

The panels of workstation 4 are next to a column, so we can use an eight-pin electrical entry to the column as one of our supply points. For the second supply point, we'll have to use a power pole (because a perimeter/column or floor system is not available). Note the two supply points indicated on our layout.



Sample Action Office layout with supply points



Step 3: Distribution of Energy.

Distribution is the process of joining the supply point and the access point (receptacle). This is accomplished by using *electrical whips and couplers* to form a continuous connection between the receptacles.

Electrical whips and couplers

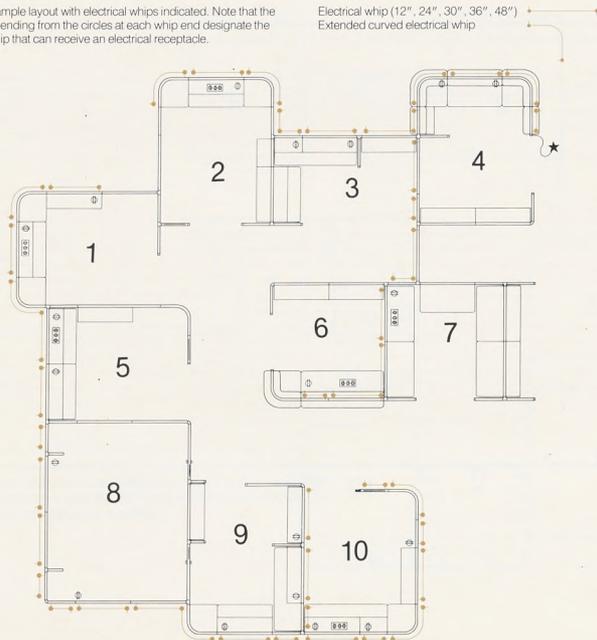
Electrical whips snap on to the expanded panel guide to carry the two circuits; *couplers* connect electrical whips at panel joints. The type of coupler used is determined by the type of panel joint (i.e., 90° coupler at 90° rigid connection, flexible coupler with hinged connector, etc.). But electrical distribution components cannot be used where T-connectors are attached to panels.

When specifying and ordering, the electrical whip length must match the width of the panel it is used with.

Make sure the whips are positioned properly so the receptacles can plug into the sides of the panels where they are needed.

Sample Action Office® layout with electrical whips

Here is our sample layout with electrical whips indicated. Note that the short lines extending from the circles at each whip end designate the side of the whip that can receive an electrical receptacle.



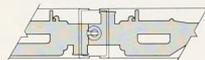
90° electrical coupler



Basic connection

Basic panel connection

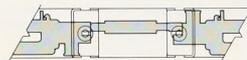
Two electrical whips plug directly into each other. No couplers or additional wire management trim required to make this connection.



Rigid connection

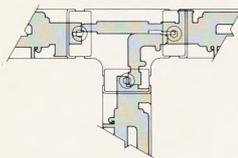
180° two-way rigid connector

Specify: one—180° electrical coupler (five units/ED208)
one—two-way 180° trim cover (five units/WM214)



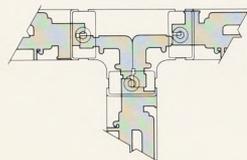
Three-way rigid connector

Specify: one—90° electrical coupler (five units/ED207)
one—180° electrical coupler (five units/ED208)
one—three-way trim cover (five units/WM215)



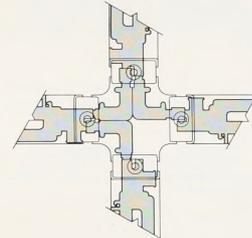
Three-way rigid connector

Specify: two—90° electrical couplers (five units/ED207)
one—three-way trim cover (five units/WM215)



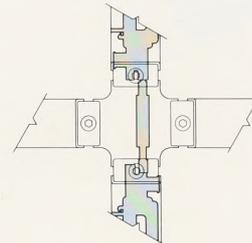
Four-way rigid connection

Specify: three—90° electrical couplers (five units/ED207)
one—four-way trim cover (five units/WM216)



Four-way rigid connection (power running straight through only)

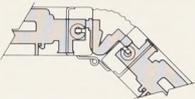
Specify: one—180° electrical coupler (five units/ED208)
one—four-way trim cover (five units/WM216)



Hinge connection

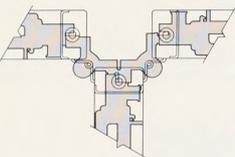
Two-way hinge and end cap connection

Specify: one — flexible electrical coupler
(five units/ED209)
one — two-way hinge trim cover
(five units/WM214)



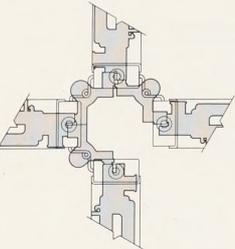
Three-way hinge and end cap connection

Specify: two — flexible electrical couplers
(five units/ED209)
one — three-way hinge trim cover
(five units/WM218)



Four-way hinge and end cap connection

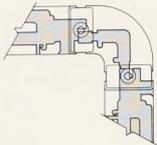
Specify: three — flexible electrical couplers
(five units/ED209)
one — four-way hinge trim cover
(five units/WM219)



Corner connection

Two-way 90° corner connector

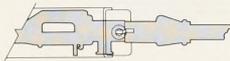
Specify: one — 90° electrical coupler
(five units/ED207)
one — two-way 90° trim cover
(five units/WM213)



Supply connection

Perimeter entry

Perimeter entry plugs directly into a whip at the end of a panel run. An end cap trim cover (WM211 or WM212) is required to complete this assembly.



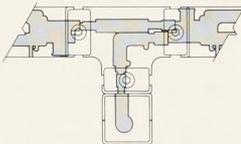
Power pole connection (power one direction)

No couplers or additional wire management components required when power pole is placed at end of panel run.



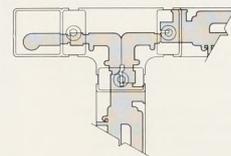
Power pole connection (power two directions)

Specify: one — 180° electrical coupler
(five units/ED207)
one — 90° electrical coupler
(five units/ED208)
one — three-way trim cover
(five units/WM215)



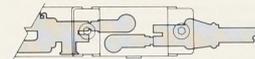
Power pole connection (power two directions)

Specify: two — 90° electrical couplers
(five units/ED207)
one — three-way trim cover
(five units/WM215)



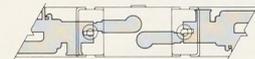
Switch pole connection

Perimeter entry connects to switch pole on one side and panel connects to switch pole on the other side.



Switch pole connection

Switch pole plugs directly into a whip.



Step 4: Control wires and cables.

With the Action Office® two-circuit power system, "control" describes: first, managing the flow of electricity with on/off switching mechanisms; and second, managing the physical wires and cables themselves.

Controlling energy with switches

Electricity can be turned on and off with *switch poles*. A switch pole should be located between the supply source and the first receptacle to be switched.

Receptacle switching is often planned right from the start of a new facility, designed into the building's distribution system. But switch poles can be added any time—to a renovation, when postfitting an installation, or when extra switching is needed.

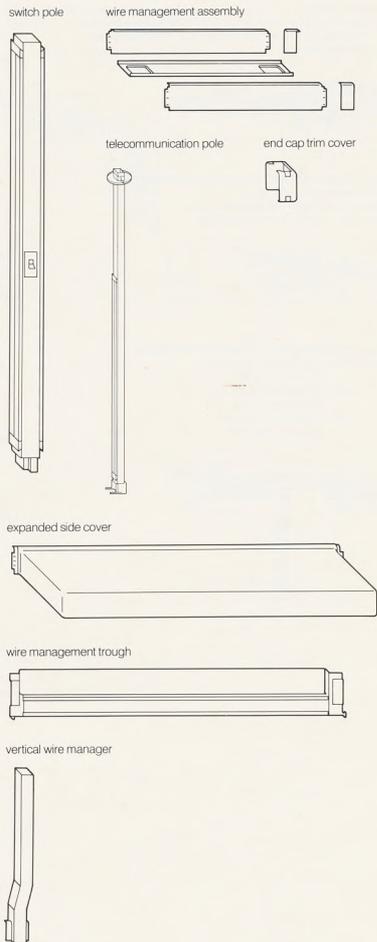
Switch poles are available to circuit "A" switching. Specify switch poles by the height of the panel they'll be connected to—42", 48", 62", or 80".

Controlling wires and cables

Wire management components organize, direct, and conceal electrical and telecommunication wires and cables. To provide a wire management channel and to conceal panel glides, you'll need the same quantity of wire management assemblies as you have panels and panel connectors. Wire management components cannot be used if T-connectors are attached to panels.

Wire management components

- Wire management assemblies and trim covers conceal wires and energy components at the base of panels.
- Telecommunication poles route telephone cables from workstations to the building structure.
- Expanded side covers conceal floor monuments and large amounts of cable or cable connections.
- Wire management troughs conceal wires under work surfaces and along panels.
- Vertical wire managers provide wire management from side covers to the bottom of work surfaces.



Before you order . . .

Keep in mind that wire management components must be ordered separately from electrical distribution components. And when you've listed and added up the total electrical distribution and wire management components you need, be sure to divide the totals for each type by the shipping quantity. If your order quantity comes out as a fraction, order the next highest shipping quantity.

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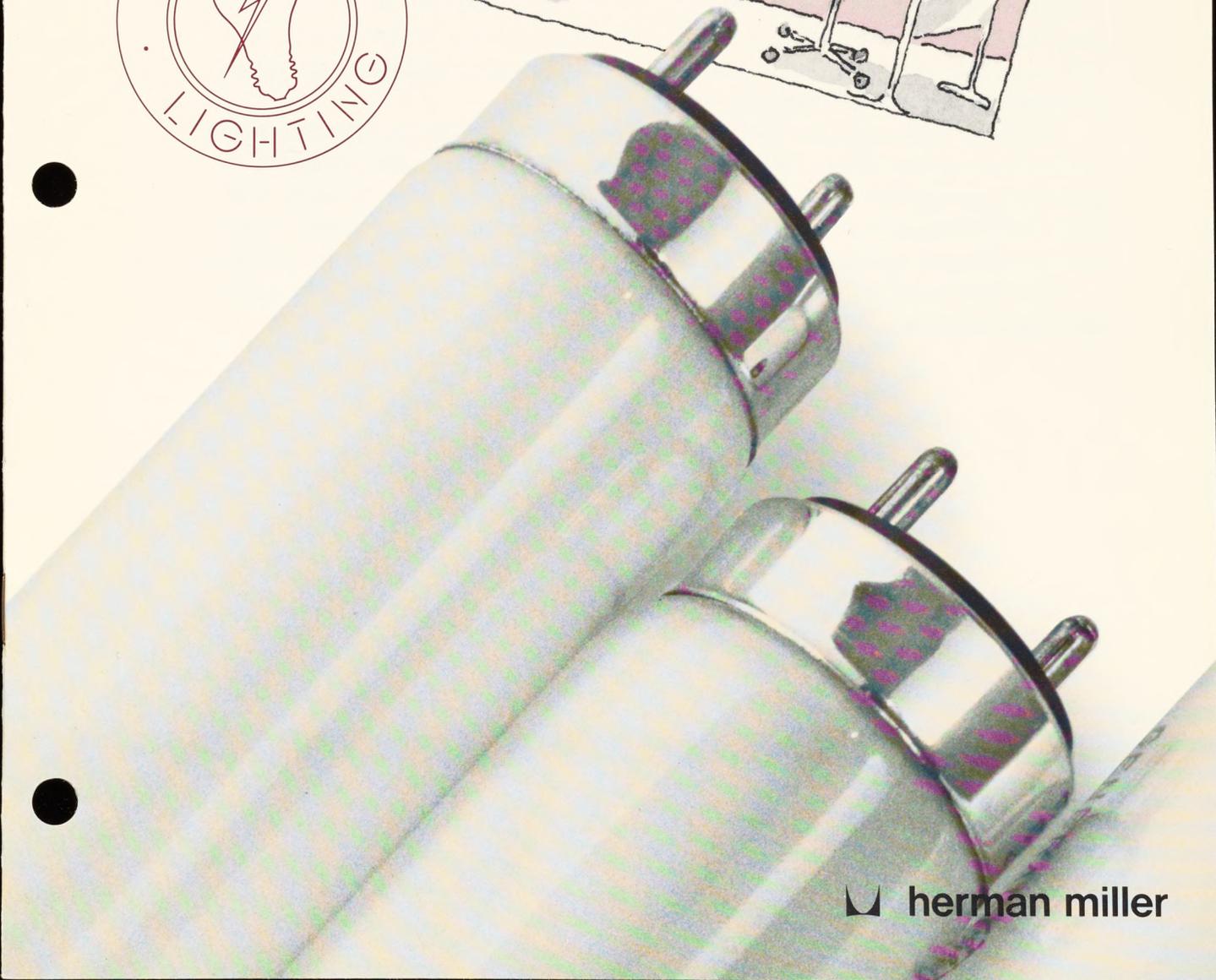
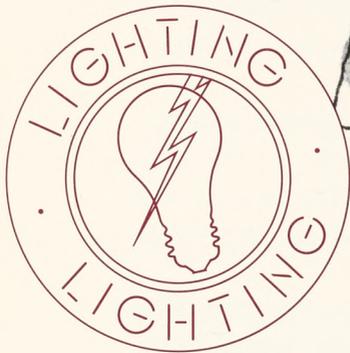
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Lighting and the Action Office[®] system:
Less may be more



It's a common misconception that good office lighting

is necessarily more lighting. In many cases, good lighting is actually *less* lighting. Herman Miller's lighting solutions allow you to take advantage of that fact.

The most important step in achieving a proper balance of general overhead and localized task lighting in an office is to carefully analyze the tasks to be performed. The amount and types of lighting used should depend heavily on varying needs throughout the organization.

Don't wait until overhead lighting is in place and workstations are configured; plan early for a total lighting design. This early planning, along with relatively small investments in good lighting, can lead to noticeable improvements in energy efficiencies as well as worker satisfaction and productivity.

Since office tasks and their lighting needs are becoming increasingly complex, you may also consider employing a lighting consultant. He or she may be especially helpful in analyzing general lighting requirements, and will have the experience and know-how to apply good lighting technique throughout a proposed facility.

Because various tasks require various lighting solutions, Herman Miller offers three types of localized lighting products. They can be combined to provide appropriate localized lighting for almost any worker or task. And they are compatible with other Action Office® system components, so they can be changed easily if tasks change or the work environment is redesigned.

The following information on the design and uses of these three types of lighting products should prove helpful in your planning.

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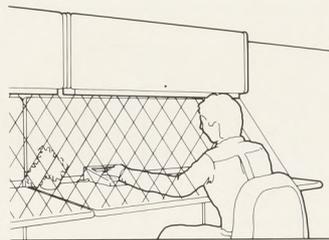
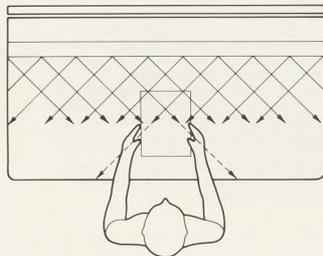
General task light

The *general task light* provides a broad, even distribution of light—often all that is required for normal reading and writing.

A special bilateral, batwing lens minimizes veiling reflections. Light passing through this lens is split in two directions, both 25 degrees from a vertical axis, directing reflections away from workers' eyes.

The best mounting height for the general task light is 18" above a work surface, a height at or below eye level for most users. If mounted higher, the light, visible to the user, can cause discomfort.

The general task light is mounted on the underside of a horizontal shelf. Above a 24"-deep work surface, it should be mounted to the rear; above deeper surfaces, to the front. It should not be mounted beneath display shelves.



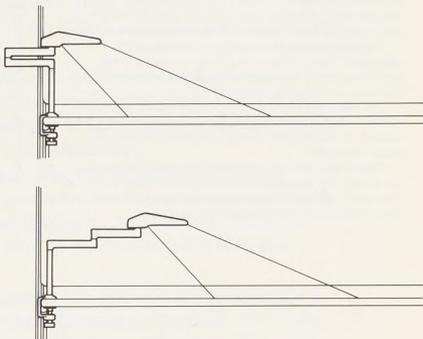
herman miller

Critical task light

The *critical task light* is designed for work areas where critical tasks—proofreading, examining computer printouts, or inputting data from written manuscripts—are performed. These and other detailed office tasks demand user control, an ability to direct light exactly where it's needed.

The critical task light's articulated arm allows lighting from the side, minimizing glare, and its clamp-on assembly further increases user control. This is especially important near video display terminals, where glare can be a serious problem.

The critical task light mounts to any work surface or table 2" thick or less. It is designed to provide light over roughly an 18" by 18" area. With the light's articulated arm, this coverage can be selectively placed.



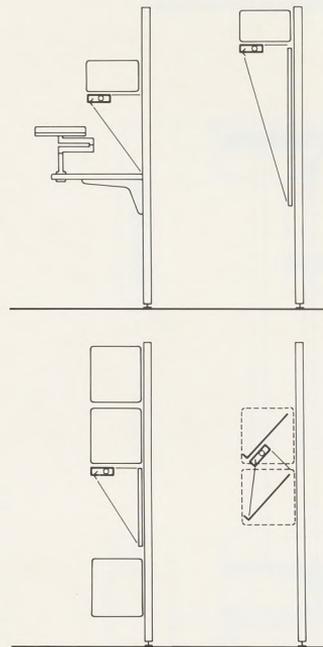
Display light

The *display light* can add visual interest and dimension to a workstation.

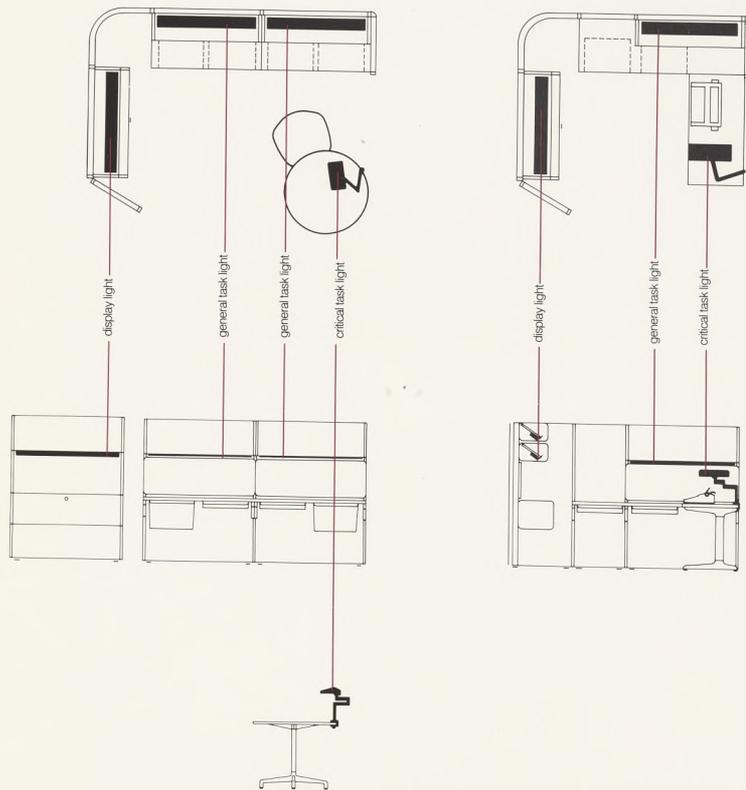
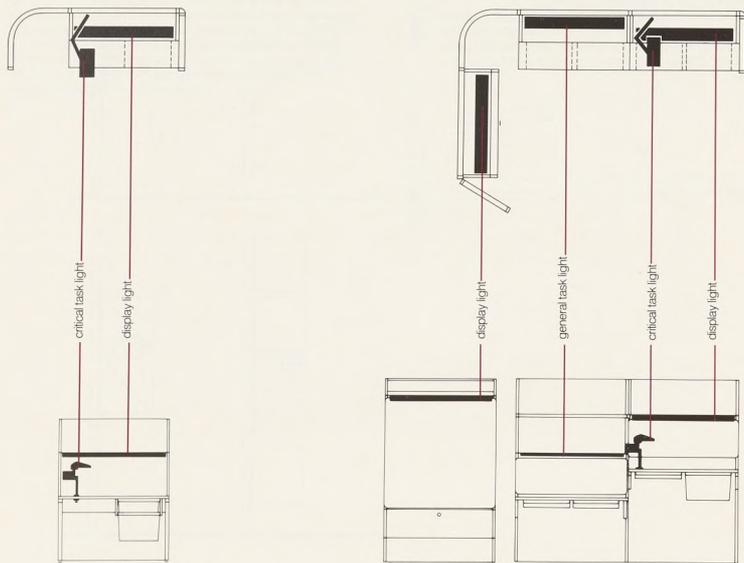
Mounted under the front edge of a metal or wood veneer Action Office® shelf, the display light illuminates panel surfaces. With its reflector removed, it can also be used under a display shelf to light either another display shelf below it or, less brightly, a panel or tackboard behind it.

The Action Office display light can also be used to balance differences in brightness that can be visually uncomfortable. By controlling vertical surface contrasts, especially in brightly lit areas, the display light can help minimize eyestrain and fatigue.

herman miller



Sample applications of localized lighting



For more information . . .

For more detailed information about lighting standards and recommendations, consult the *Illuminating Engineering Society Lighting Handbook*, Sixth Edition, and the *American National Standard Practice For Office Lighting*. Both are published by the Illuminating Engineering Society of North America, 345 East 47th Street, New York, NY 10017.

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Acoustics and the Action Office[®] system:
● How to control sound



This guidebook will give you

a **working knowledge** of open plan acoustics. It will help you assess most of your own office designs, discuss acoustics with your clients and outside consultants, and avoid commonly made mistakes.

Because acoustics is a complex subject, we can't possibly include all you should know in these few pages. If you want an in-depth understanding of the subject, see the additional sources at the end of this guide. In some cases, you may want to call in an acoustics consultant.

There is one general observation we can make: the acceptance and continued success of any Action Office® installation depends heavily on the success of your acoustics planning. So keep this guide handy. Use it often—to check your designs for wise sound management and to remind yourself of basic planning principles each time you begin to develop an Action Office solution for your clients.

About sound

Sound is energy that travels in waves. Sound waves may be absorbed, reflected from surfaces (as in an echo), refracted, or diffracted (so we can hear around corners). The intensity of a sound is commonly expressed in *decibels* above an arbitrary reference level.

Sound always has a source from which it spreads in all directions. As with all forms of energy, the further sound travels, the weaker it gets. This simple fact can be used to advantage in planning the open office.

That's about all the background you really need concerning the basic principles of sound. If you keep in mind that sound waves can be absorbed, reflected, or refracted, you will have a good understanding of the impact your plan can have on acoustics in an Action Office environment.

Communications vs. privacy: establishing speech privacy goals

When thinking about acoustical planning, the concept of *speech privacy* is essential. This can be defined as *the state of an office's acoustical environment whereby the office is quiet enough to permit any occupant to talk easily to a visitor or on the telephone—yet this "normal" conversation cannot be understood in another workstation from 7 to 15 feet away.*

Speech privacy can be broken down even further, to include two distinct classes:

1. Minimal speech privacy—a condition of privacy in an open plan in which the intelligibility of overheard speech remains low enough not to attract attention to its meaning. (See figure 1).
2. Confidential speech privacy—a condition of privacy in an open plan in which the percentage of overheard and understood complete sentences is so small that eavesdropping is not possible. (See figure 2).

It's important to note that in both of these definitions the key is intelligibility, not the elimination of all sounds. Even in private offices the elimination of any noise from a neighbor's office is difficult, especially when doors are left open.

To ensure proper acoustics planning, the most important step is to assign a speech privacy goal to every portion of the space. In other words, decide first which offices and workstations should have minimal speech privacy and which should have confidential speech privacy.

Besides offices and workstations, you should also apply these classifications to every space in your open plan. Once you've established speech privacy goals, you can then begin to take a look at all the elements to consider in acoustics planning.

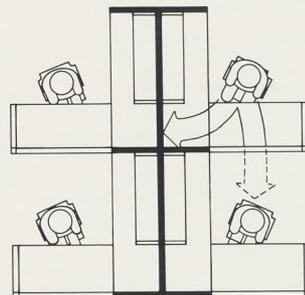


figure 1

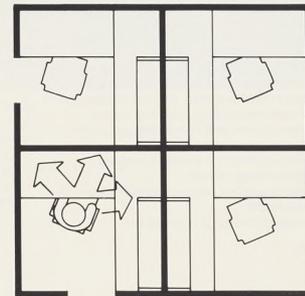


figure 2

Primary acoustical elements to consider

Four basic planning elements must be considered in open plan sound control:

- Architectural elements
- Background sound or masking
- Panels
- Layout/design of individual workstations and the entire office space

1. Architectural elements

This group includes the ceiling, floor, walls, columns, etc. Of these, the ceiling is by far the most critical.

The main factors affecting a ceiling's acoustical properties are its height, its construction material, and the location of lighting fixtures on it.

Here are some simple guidelines to follow:

- Keep the ceiling height no lower than nine feet. As ceiling height decreases, its absorption quality becomes less effective.
- Because a flat ceiling should absorb most of the sound reaching it, ceiling tiles should have a minimum rating of NRC = .75.
- The placement of lighting fixtures in the ceiling is also very important. An improperly placed fixture can cause high sound reflection into adjacent workstations. (See figure 3). For this reason, do not position light fixtures directly over panels between workstations. Instead, locate lights in a more central position over a workstation.

Overhead lighting fixtures with flat lenses can bounce sound back into the work area. Use this type of fixture on no more than 1/3 of the ceiling surface.

- The construction of vertical surfaces can also cause acoustical problems. Windows and nonporous walls, for example, are highly sound reflective. You can alter the reflective nature of these surfaces with draperies, acoustical window blinds, and acoustical wall coverings. Use them in corners, too. (See figure 4).

2. Background sound or masking

The office's own natural background noise can be combined with an electronically-produced sound to "mask" intrusive sounds in the office environment.

To create the proper level of background sound, first work with the everyday noises of the office. Position people in clusters, to create "activity bustle." And be certain to position enough people in any one area; no space should sound "dead" or allow particular sounds to stand out. (See figure 5).

Besides natural noise, experts recommend an electronic system to create artificial "masking." Masking makes use of a simple concept: noise to cover up noise. Sometimes called "white noise," a good masking system, properly installed, will not be noticed. With proper masking, speech at normal conversational distance (three feet) will be intelligible, while speech that is diffracted over panels will not be.

Look for these characteristics in a masking system:

- It should be loud enough to mask.
- It should not be so loud that people raise their voices.
- It should be adjustable.
- Its speaker locations should be undetectable.

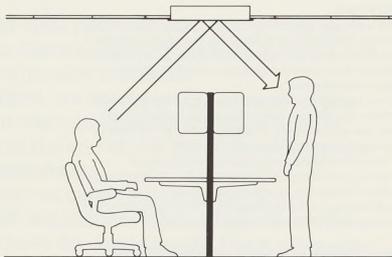


figure 3

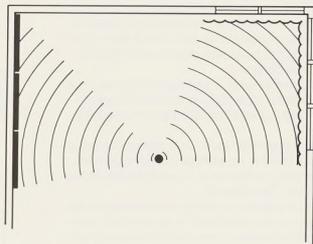


figure 4

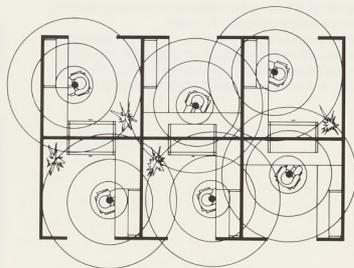


figure 5

Acoustical tests and ratings

While it isn't necessary that you understand all the possible acoustical ratings and test methods, you should be familiar enough with these common tests to judge the relative acoustical properties of various panels.

Name of test	Test measurements and methods	Optimal Acoustical Ratings
STC (sound transmission class)	Measures sound path blockage, or a barrier's (panel's) ability to stop sound energy from being transmitted through the barriers. STC of "0" means no drop in wave energy through a panel, STC of 50 means very little goes through.	STC of 25 or above.
NRC (noise reduction coefficient)	Measures a panel's ability to absorb sound. NRC is determined by comparing the rate of sound reduction in a test room with and without the test panel. The more absorbent the panel, the faster the rate of sound decay and the higher the NRC rating. (NRC does not measure levels on both sides of the panels, so it does not determine how much sound passes through.) NRC of "0" means no sound is absorbed. An NRC of "1" means all sound is absorbed and none is reflected.	NRC of .75 or above.
NIC' (noise isolation class prime, or speech privacy noise isolation class)	Measures sound path blockage but stresses only those sound frequencies which fall within the range of human speech. It measures sound levels on both sides of a barrier and measures total acoustical effectiveness. This is the most important and useful measurement of speech privacy in the office.	20 or above.
NIC'-B (noise isolation class barrier mode)	Also measures ability to stop sound from travelling through a panel. This rating uses a configuration of panels, thus simulating an office. "Barrier" is defined for test purposes as a panel that is placed perpendicular to the path of sound.	20 or above.
NIC'-F (noise isolation class flanking mode)	Also measures absorption qualities of panels, using a configuration to simulate an office. "Flanking" is defined, for test purposes, as a panel that is placed at an acute angle to the path of sound.	20 or above.

Note: Panel acoustical testing procedures may vary. When comparing performance measurements between various manufacturer's panel systems, be sure the same method of testing has been employed. It is suggested that testing is performed by an independent testing agency using standard production quality panels and that the entire panel surface area (including trim, top cap, etc.) is included in the test.

3. Panels

These, of course, are the elements supporting the components of the system. "Acoustical" panels provide different levels of sound absorption. Such panels direct the path of sound or block it completely. (See figure 6).

Panels are not the only acoustical control in an open office; nor are they even the primary control. Instead, they "fine tune" the total sound control plan.

4. Layout/design of individual workstations and the entire office space

Without a properly designed workstation layout, no combination of ceiling, panels, or background sound can provide the correct levels of speech privacy. You must consider the size, shape, and location of the space; the vertical surfaces; the floor; sources of machine noise; distances between workers; and distances between noisy and quiet operations.

The key to the entire planning process is the establishment of *speech privacy* goals. Before any design is begun, set those goals for the space—for each individual, for each group.

Consider the location of executives, confidential areas, informal and formal conference rooms. While key executives often express a desire for confidential speech privacy, it may not always be necessary. It is up to you to assess and recommend where you feel confidential speech privacy is absolutely necessary—and then to decide which acoustical elements best achieve the goals.

Sometimes, a building's perimeters and corners can be used in developing areas of confidential speech privacy. Other times, such areas must be developed and managed within the open plan.

The next consideration is *occupant orientation*. Part of your job is to control the placement of people within workstations, to achieve the greatest amount of speech privacy for all employees. The key here is to understand what each occupant of a space does in his or her job and how he or she accomplishes those tasks over the course of a day.

Workstation design guidelines

The following guidelines will help you in designing effective acoustical plans for the open office:

- Face a speaker 180° from the nearest listener, usually the occupant of the next workstation (90° at a minimum). (See figure 7).
- Face speakers directly into acoustical panels (absorptive) when they sit at their desks or talk on the phone. (See figure 8).
- Have people conversing with one another seated as closely as possible to absorptive panel barriers. (See figure 9).
- Be aware of the effective height of the barriers and design accordingly. If a seated worker in one workstation is hearing a standing worker in the next, the "effective" barrier height has been reduced by at least half and speech will "spill over" much more readily. (See figure 10).

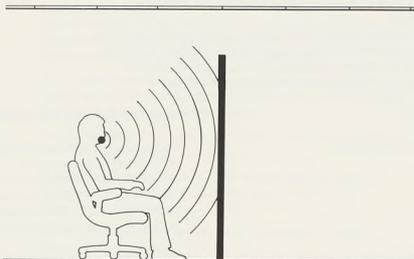


figure 6

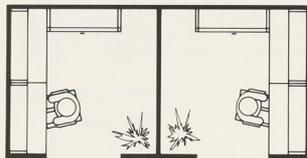


figure 7

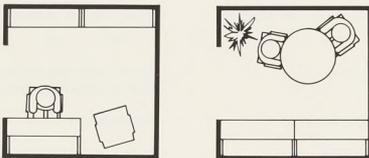


figure 8

figure 9

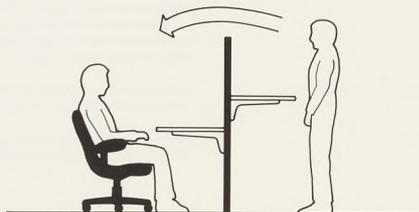


figure 10

- Wherever possible, avoid all line-of-sight contact between people in adjacent workstations. (See figure 11). Such visual contact increases verbal distractions.

- Since sound can "bend" around the ends of narrow panel runs, strive to make the length of a run at least twice its height.

- Use return panels at 90° angles to workstation panels to contain sound energy within the occupant's space—where it can be dissipated by other absorptive elements.

- For building spaces which are fully windowed on all or most sides, consider using the exterior perimeter for aisles instead of windowed workstations. This eliminates one of the toughest acoustical problems and still permits full daylight to enter the space.

- Keep the number of workstation openings to a minimum and always position them away from walls, windows, reflective panels, other workstation openings, and listeners.

- Have ceiling luminaires directly over workstation occupants or the center of workstations. Do not place them above panels separating workstations.

- Keep noisy equipment near the people who use it or benefit from it the most. (See figure 12).

- Consider using 80"-high panel enclosures to isolate noisy equipment (see figure 13) or, in some cases, a self-contained Action Office Super Room®. This might be more cost-effective than lowering the noise level of an entire office floor.

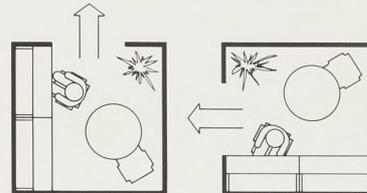
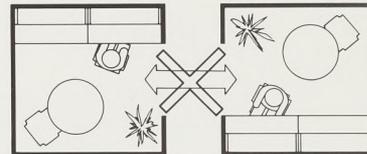


figure 11

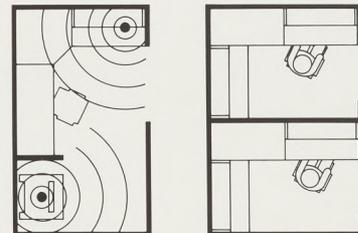


figure 12

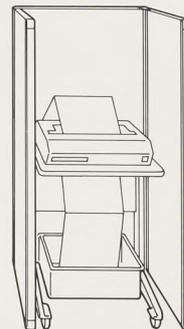


figure 13

Action Office® system considerations in acoustics planning

Herman Miller's Action Office system components need to be carefully planned in order to gain maximum effect from their inherent acoustical capabilities. We suggest you use the following guidelines when designing workstations:

Product	Acoustics qualities and applications								
All panels in general	<ul style="list-style-type: none"> Forty-eight-inch panels are relatively ineffective for good speech privacy. Use 62" or 80" panels where possible. When narrow width panels are used instead of wide ones, more panels are needed. This means more panel hardware and trim surfaces, resulting in more sound reflective surface area, so overall sound absorption is reduced. Use the widest panels possible when appropriate. 								
High performance acoustical panel	<ul style="list-style-type: none"> This panel is a good control element, with a superior ability to block and absorb sound. <p><i>sound absorption</i></p> <table border="0"> <tr><td>NRC</td><td>80</td></tr> <tr><td>NIC'-F</td><td>19</td></tr> </table> <p><i>sound path blockage</i></p> <table border="0"> <tr><td>STC</td><td>27</td></tr> <tr><td>NIC'-B</td><td>24</td></tr> </table>	NRC	80	NIC'-F	19	STC	27	NIC'-B	24
NRC	80								
NIC'-F	19								
STC	27								
NIC'-B	24								
Acoustical panel	<ul style="list-style-type: none"> Provides excellent sound absorption. <p><i>sound absorption</i></p> <table border="0"> <tr><td>NRC</td><td>80</td></tr> <tr><td>NIC'-F</td><td>22</td></tr> </table> <p><i>sound path blockage</i></p> <table border="0"> <tr><td>STC</td><td>14</td></tr> <tr><td>NIC'-B</td><td>18</td></tr> </table>	NRC	80	NIC'-F	22	STC	14	NIC'-B	18
NRC	80								
NIC'-F	22								
STC	14								
NIC'-B	18								
Standard and fabric-covered panels	<ul style="list-style-type: none"> Highly reflective of sound paths; excellent sound barrier panel. <table border="0"> <tr><td>STC</td><td>28</td></tr> </table>	STC	28						
STC	28								
Open frame panel	<ul style="list-style-type: none"> Facilitates the flow of communication by allowing speech paths to be shortened and lowered, while still accommodating storage elements. 								
Rigid corner connectors	<ul style="list-style-type: none"> Reflects sound. 								
Wire management	<ul style="list-style-type: none"> Reduces sound leakage underneath panels. (If the distance between bottom of panel and floor exceeds 1", it can affect the panel's acoustical performance.) 								
Flipper doors	<ul style="list-style-type: none"> When mounted high on a panel, a flipper door increases the effective height of a panel by altering directions of some sound paths coming into the workstation. This results in increased "acoustic shadow." On the other hand, hang-on storage components can decrease the panel's sound absorption. Sound will reflect off the component's hard surface before it reaches the panel. Fabric on flipper doors can help minimize sound reflections. 								
Chalkboards and marker boards	<ul style="list-style-type: none"> When placed on a panel, they impair its ability to absorb sound. They are highly reflective with their hard, nonporous construction. 								
Tackboards	<ul style="list-style-type: none"> When placed on an acoustical panel, they diminish its sound absorption — especially when covered by paper, calendars, and other reflective surfaces. 								

The designer's acoustics planning checklist

Use the following checklist as a basic review as you plan open office spaces:

- Determine the degree of speech privacy desired and required in all areas: minimal or confidential.
- Examine all architectural elements: fixed walls, ceilings, windows, floors, etc.
- Isolate noise. Put noisy equipment, operations, and people in enclosures or at greater distances from quieter areas.
- Use sound absorbers to the best advantage. Use absorptive panels, ceilings, carpeting, and wall treatments. Face people into sound absorptive surfaces.
- Use sound barriers. For best speech privacy, be certain sound barriers are tall enough and well-sealed.
- Consider background noise and masking. Evaluate background noise and then recommend the best masking system.
- Evaluate the entire space layout and the workstation configurations. Refer to the workstation design guidelines listed in this booklet.
- Recommend an acoustics consultant when required.
- Recommend proper acoustics training and orientation for building/space occupants.

Additional sources

This guidebook will be helpful to you in creating open plan spaces with successful acoustical results. If you'd like to read further, we suggest you consult these references:

- Open Plan Office Acoustical Privacy, A Planning Guide, Designers and Planners Edition*, East Brunswick, New Jersey: Product Crafters Incorporated, 1984.
- The Action Office® Acoustics Handbook*, Ann Arbor, Michigan: Herman Miller Research Corporation, 1975.
- Taking The Guesswork Out Of Office Acoustics*, by Jack Curtis, published by the Publishing Department, Bolt, Beranek, and Newman, Inc., 1979.
- Speech Privacy In The Open Office*, by Owens-Corning Fiberglass Corporation, 1977.
- "Overdesigned" Open Plan Acoustics Cancel Natural Masking Noise*, by James E. Sulewsky, published by Contract, July, 1983.
- Guide For Acoustical Performance Specification Of An Integrated Ceiling And Background System*, by Richard Hamme and Don Huggens, published by G.S.A., Public Building Service, Office of Construction Management.

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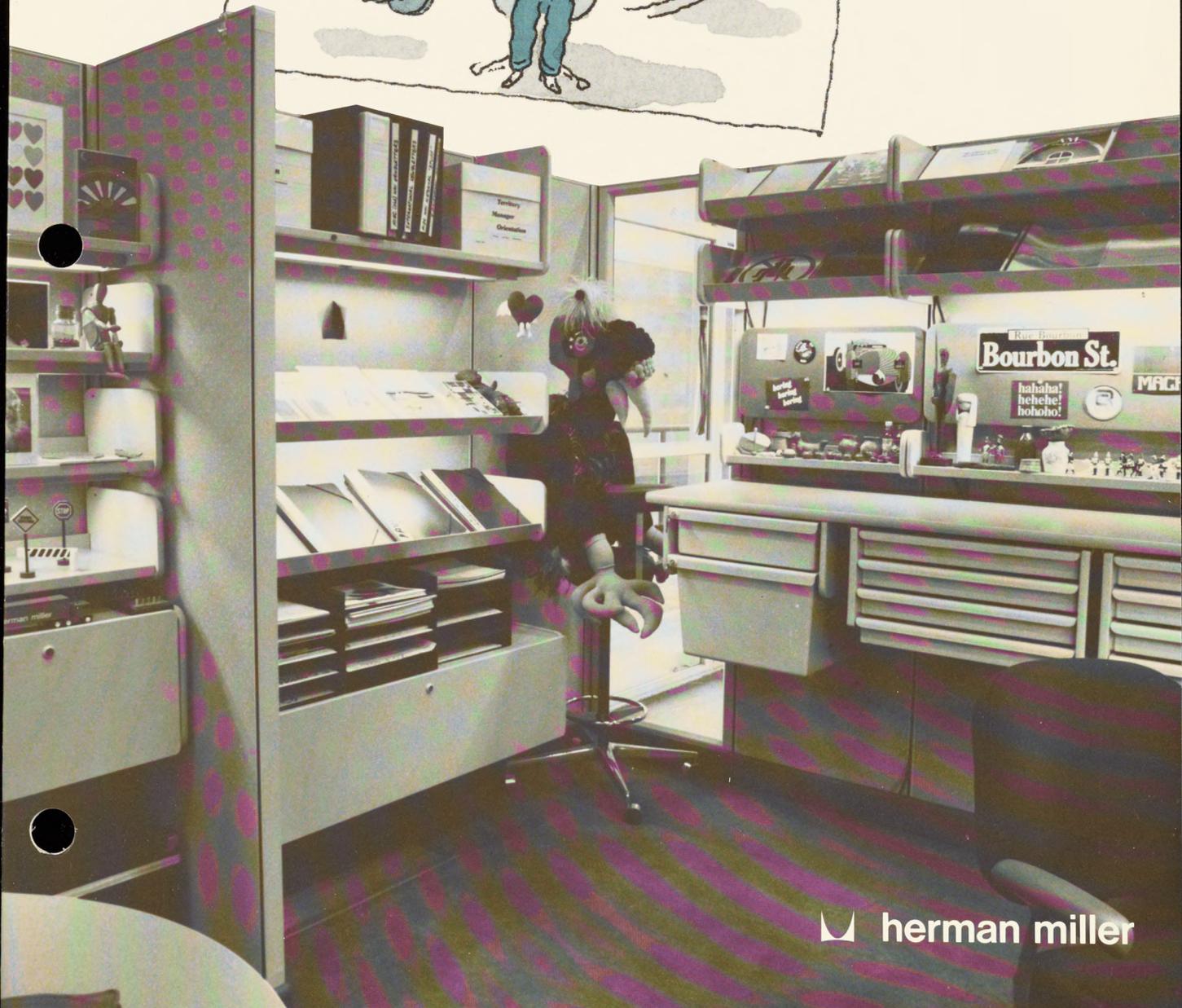
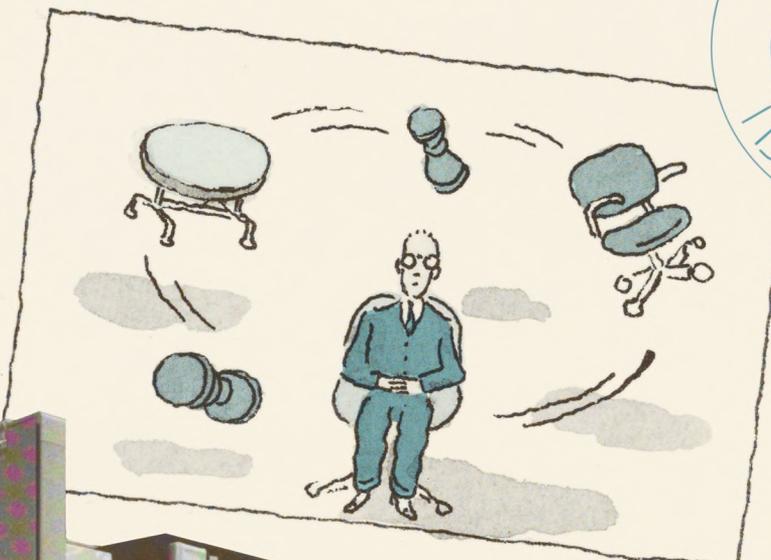
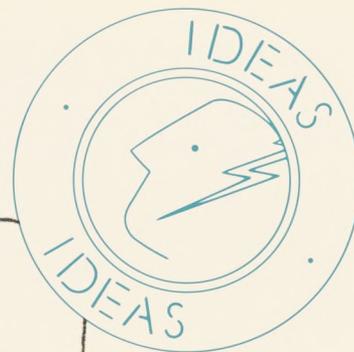
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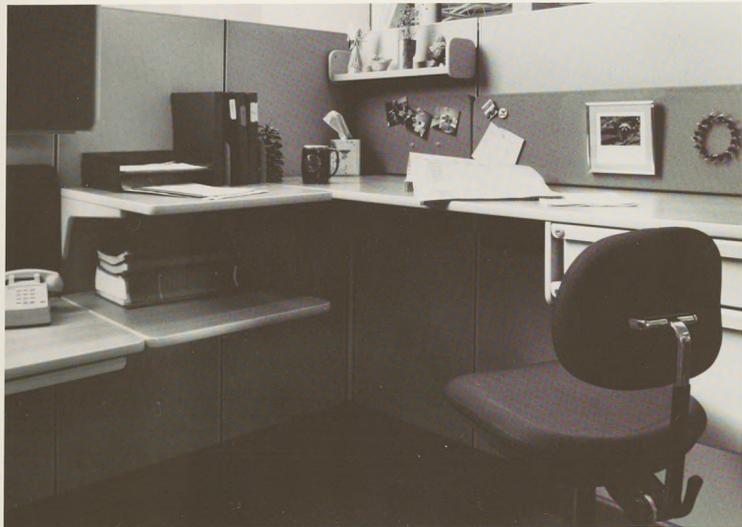
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Ideas for the Action Office[®] system:
Building creative solutions





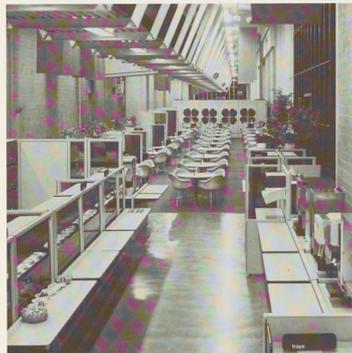
The Action Office® system displays plenty of personality here. Various shelves and display surfaces hold prized knickknacks and other personal items—while a stool in the corner seats a permanent guest.



Stand up, sit down: With work surfaces at two heights, the user can work conveniently in either position.



The use of open frame panels to support storage shelves and lateral files creates an interesting visual effect from outside the workstation.



A corporate cafeteria can be efficiently designed—and reconfigured at any time—using a variety of Action Office panels, work surfaces, and storage components.



In this corporate mailroom, freestanding tables support heavy equipment in the foreground; a wide variety of Action Office work surfaces and shelving is mounted on the wall to house and organize light equipment and supplies.



In this Action Office® conference room, a simple arrangement of hanging work surfaces keeps references and refreshments accessible yet out-of-the-way.



Just for showing off, an enclosed display case can be designed using Action Office glazed and fabric or veneer panels, with shelves mounted at any height.



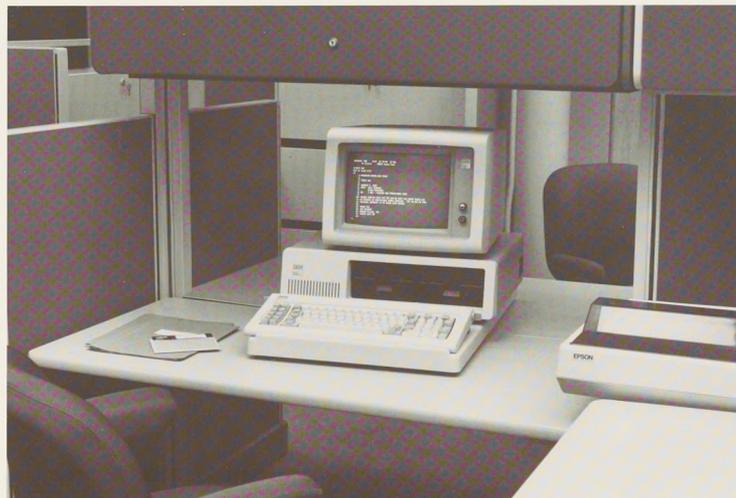
No ordinary "magazine rack," this configuration employs an open frame panel, display shelves, and tackboard to form a freestanding communication center.



No dead space here: A corner work surface with wire access holes puts a word processing terminal where it couldn't go before. The reader stand pivots to position copy for easy viewing; plenty of work surface remains for writing and reference materials.



The same pivot arm that supports a reader stand can, when combined with the appropriate Action Office® tray, lift a phone off the work surface and put it within convenient reach.



Use of a turntable in this open frame panel configuration allows shared access to the computer terminal.



A noisy printer can be shut away in a printer closet made with acoustical panels, a door panel, and a work surface located at the top to provide a "ceiling." A storage shelf organizes papers, and the printer, on a mobile printer table, can be easily moved, if needed.



Action Office paper organizers can be connected and used side-by-side for vertical applications, or stacked upon work surfaces or shelves in the usual horizontal manner.

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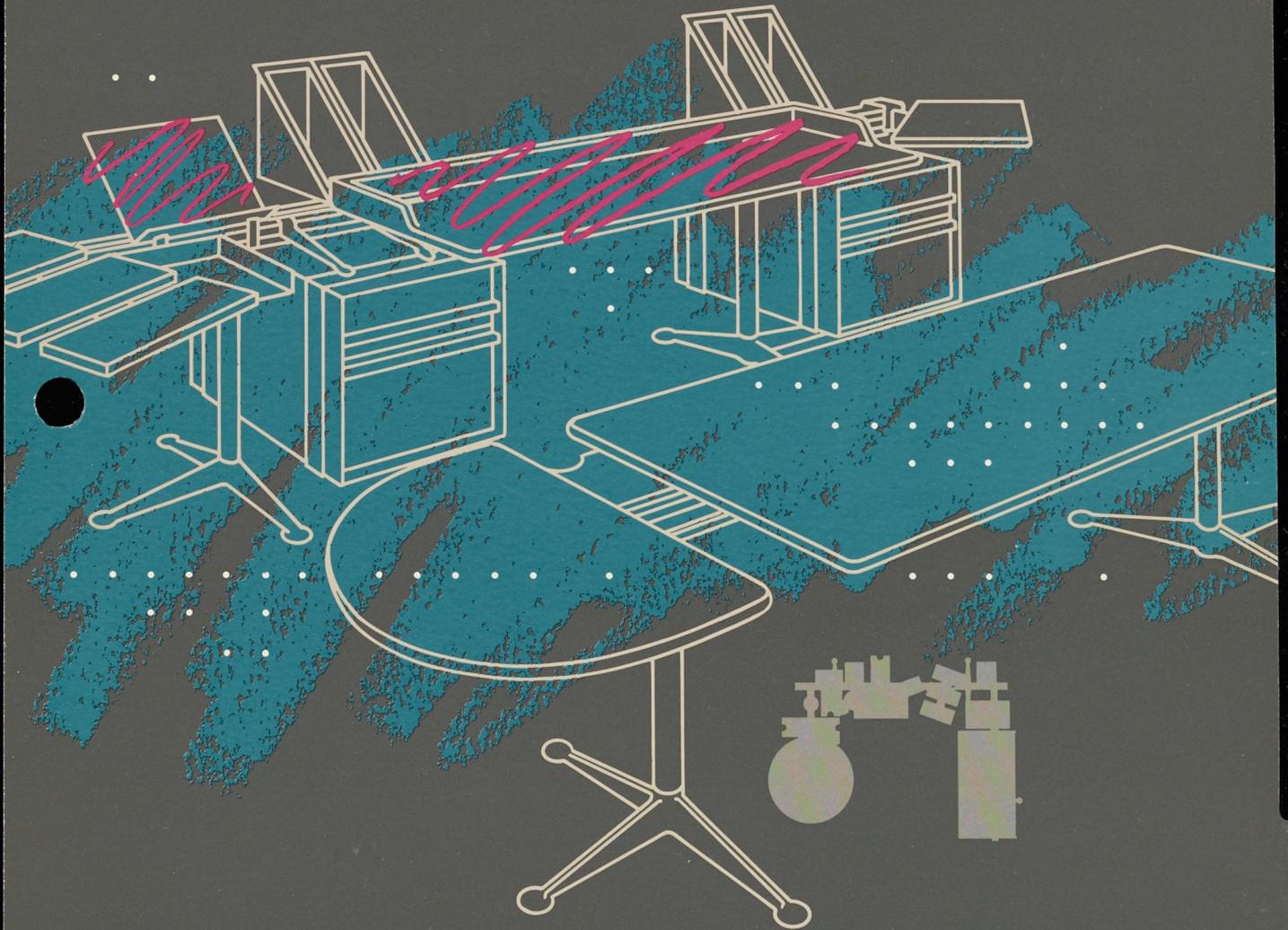
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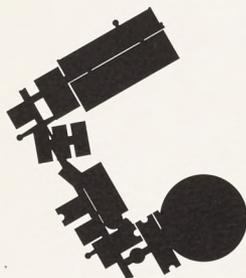


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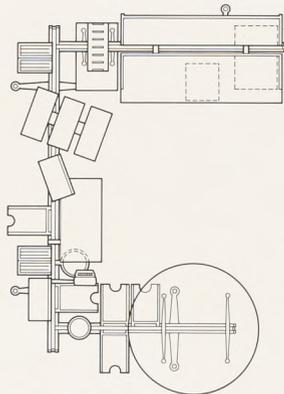
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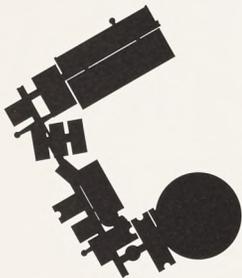
Product Number	Qty.	Description
BG102	1	10' beam
BG105	1	7' L-beam
BG106	1	5'6" L-beam
BG103	1	Double base assembly
BG107	2	Single base assembly
BG122	1	48"-diameter top surface
BG130	1	Project table
BG153	1	Project shelf
BG154	1	Shelf divider (for project shelf)
BG131	1	Machine table
BG133	1	Adjustable pivoting machine table
BG135	1	Machine table extension — lower
BG140	1	File drawer case
BG141	1	Box drawer case
BG143	1	Pencil drawer
BG145	1	Stationery divider (for box drawer case)
BG150	5	Paper tray
BG151	4	Reference organizer
BG155	4	File divider
BG152	1	File divider
BG161	1	Narrow telephone tray
BG168	1	Key adapter (for telephone tray)
BG163	1	Center-mount accessory stand
BG166	1	Display stand
BG165	1	Pivoting display stand
BG167	1	Waste bin
BG201	1	Electrical distributor



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Configuration A

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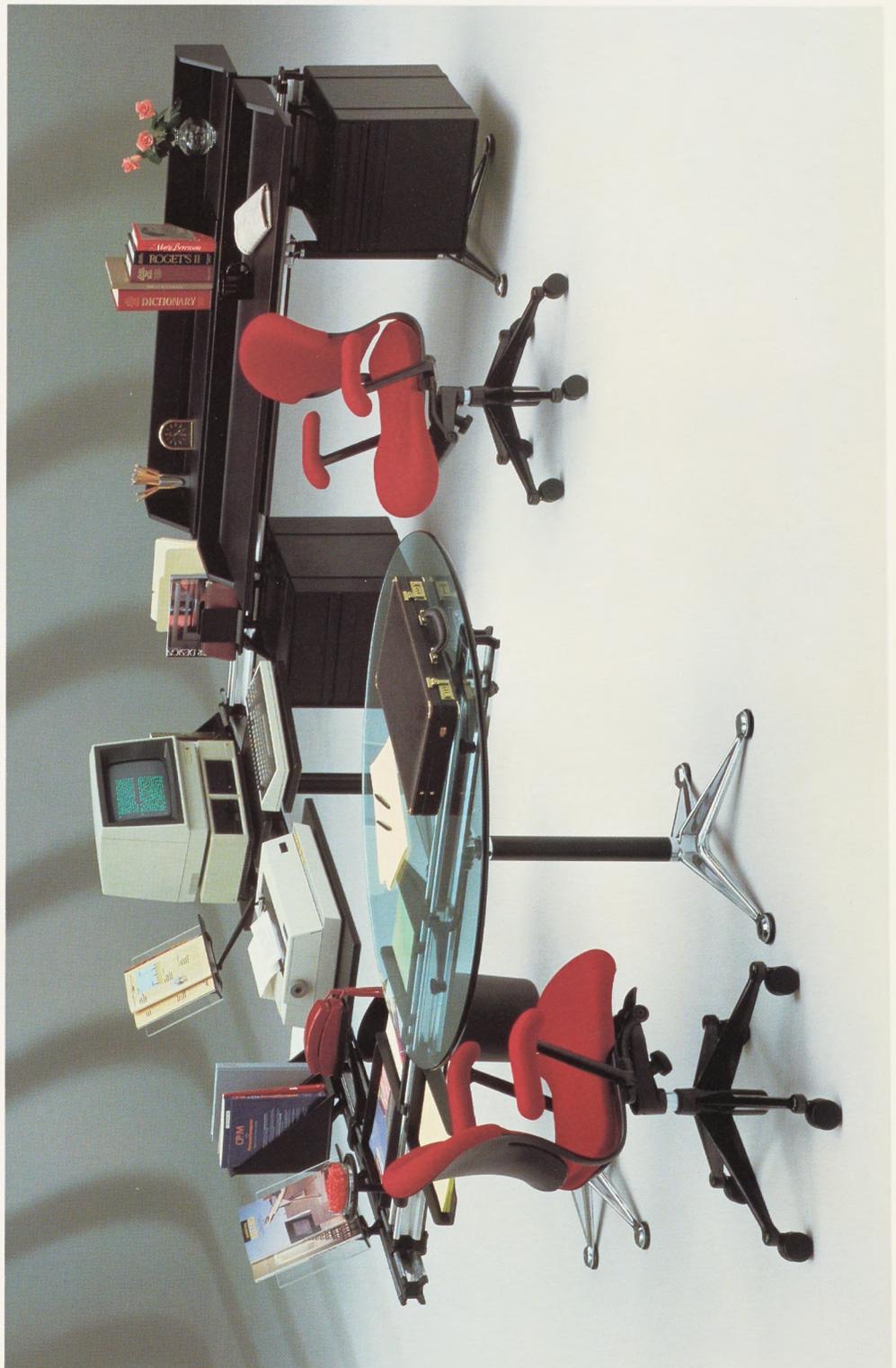
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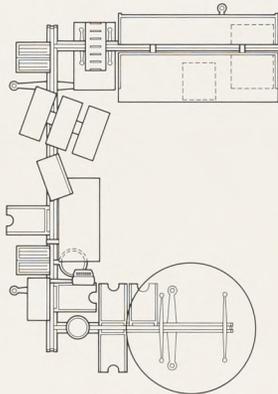
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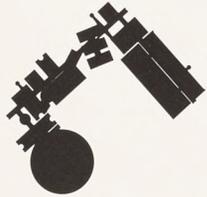
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BG163	1	Center-mount accessory stand
BG166	1	Display stand
BG165	1	Pivoting display stand
BG167	1	Waste bin
BG201	1	Electrical distributor



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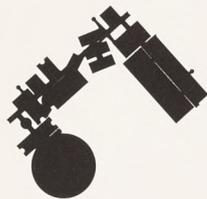
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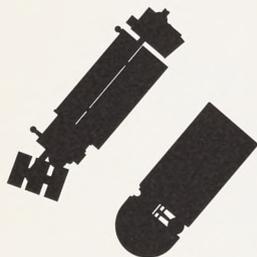
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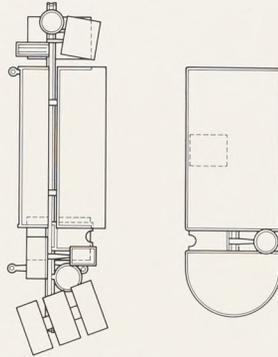
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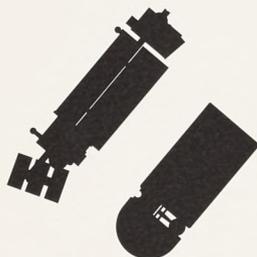
Product Number	Qty.	Description
BG101	1	7' beam
BG102	1	10' beam
BG103	2	Double base assembly
BG110	1	36" x 60" top surface
BG113	1	Half-round surface
BG130	1	Project table
BG153	1	Project shelf
BG154	1	Shelf divider (for project shelf)
BG132	1	Pivoting machine table
BG133	1	Adjustable pivoting machine table
BG134	1	Machine table extension — level
BG141	1	Box drawer case
BG142	1	Pencil/file drawer case
BG143	1	Pencil drawer
BG145	1	Stationery divider (for box drawer case)
BG150	2	Paper tray
BG151	1	Reference organizer
BG155	1	File divider
BG162	1	Standard telephone tray
BG163	1	Center-mount accessory stand
BG164	1	Bracket-mount accessory stand
BG165	1	Pivoting display stand
BG167	1	Waste bin
BG170	3	Knee panel



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Configuration B

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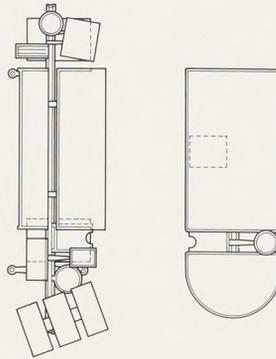
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Product Number	Qty.	Description
BG101	1	7' beam
BG102	1	10' beam
BG103	2	Double base assembly
BG110	1	36" x 60" top surface
BG113	1	Half-round surface
BG130	1	Project table
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BG154	1	Shelf divider (for project shelf)
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BG134	1	Machine table extension — level
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BG142	1	Pencil/file drawer case
BG143	1	Pencil drawer
BG145	1	Stationery divider (for box drawer case)
BG150	2	Paper tray
BG151	1	Reference organizer
BG155	1	File divider
BG162	1	Standard telephone tray
BG163	1	Center-mount accessory stand
BG164	1	Bracket-mount accessory stand
BG165	1	Pivoting display stand
BG167	1	Waste bin
BG170	3	Knee panel



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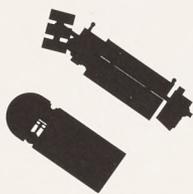
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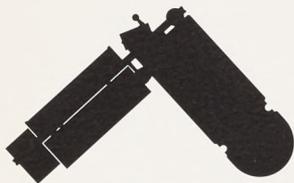
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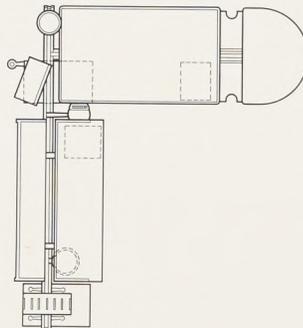
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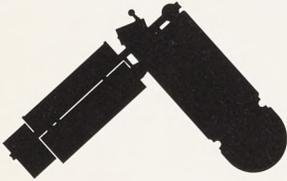
Product Number	Qty.	Description
BG102	1	10' beam
BG105	1	7' L-beam
BG103	1	Double base assembly
BG107	1	Single base assembly
BG110	1	36" x 60" top surface
BG125	1	Half-round surface
BG130	1	Project table
BG153	1	Project shelf
BG154	1	Shelf divider (for project shelf)
BG140	1	File drawer case
BG141	1	Box drawer case
BG143	1	Pencil drawer
BG145	1	Stationery divider (for box drawer)
BG150	2	Paper tray
BG151	2	Reference organizer
BG152	1	File divider
BG161	1	Narrow telephone tray
BG163	1	Center-mount accessory stand
BG166	1	Display stand
BG167	1	Waste bin
BG201	1	Electrical distributor



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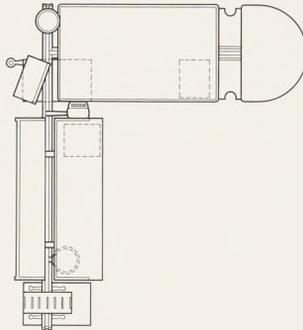
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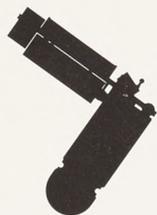
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Burdick Group™ planning guide



Burdick Group™:

A visually dynamic, functional work environment

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When Bruce Burdick designed Burdick Group, he reached beyond the conventional desk. Burdick Group is an entirely different approach, permitting workplace designs that can be logically structured — and restructured — to suit the various ways people work.

Burdick Group is an assemblage of paper handling and storage components, top surfaces, and electronic machine support surfaces, all located along a structural armature — the beam. You can arrange the components in many different sizes and configurations and change them as work needs change.

The aluminum beam, supporting a variety of products along with glass, marble, laminate, or wood top surfaces, enables you to make a dramatic, personalized statement about each individual and the unique fashion in which he or she works.

Burdick Group configurations can meet the needs of anyone in an organization — each arrangement being compatible, yet each a different solution to a unique set of requirements.

How Burdick Group works

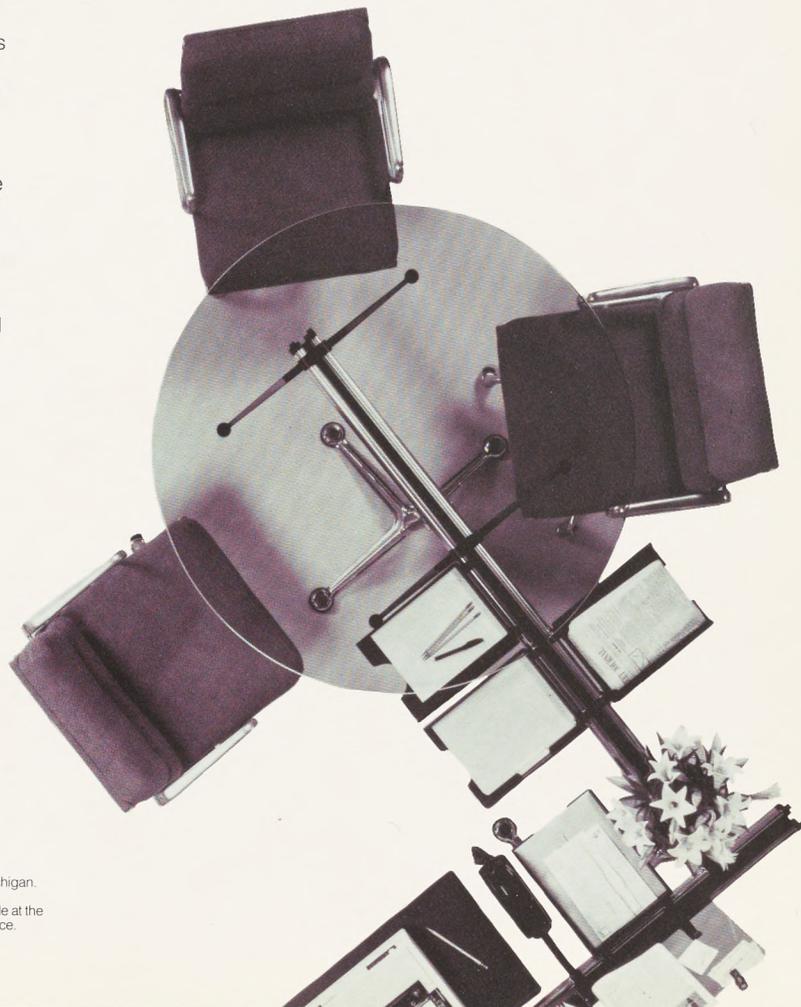
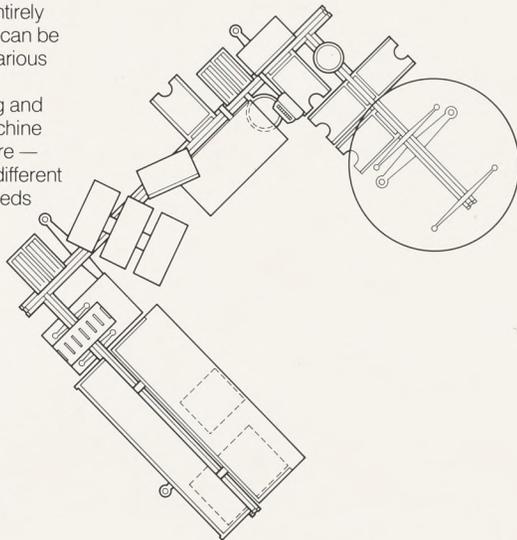
The location of the Burdick Group components along the beam is flexible and independent of the basic support system.

A system of brackets cantilevers, hangs, or mounts components. Different bracket spacing on components lets them overlap one another for a layered effect. Post-installation changes are easy, with only three Allen wrenches needed to move most components.

Burdick Group's wire management system is designed to match the flexibility of the group itself. Electrical and telecommunications cables can enter the wire management channel under the beam at any point and can also pass under beam-to-beam connections.

Beams can be connected in several configurations to solve space and functional needs. Alone, a beam forms an "I" configuration. Join it with other beams and it can become an "L," a "T," a "U," or a "Z."

Whatever shape it takes, Burdick Group invites people to work in ways that reflect their own needs and tastes.



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How to plan with Burdick Group™

Burdick Group products are designed to attach to the beam at almost any location, which makes planning easy. The range of Burdick Group components meets a variety of user needs:

- work surface requirements
- conference requirements
- machine requirements
- storage/filing requirements
- display and miscellaneous requirements

The following section will give you a brief description of each Burdick Group component and information regarding its use.

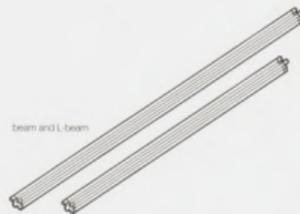
Begin with the beam

The beam is the basic visual and structural element of the Burdick Group. Freestanding beams are available in 7' and 10' lengths. L-beams, used as connector beams, come in 5'6" and 7' lengths. An L-beam can be attached at right angles to, and anywhere along, a freestanding beam, except at a base assembly.

Base assemblies

The base assembly supports the beam and its components. It is the only product with a fixed location and is attached at predrilled location holes along the beam, 22" on center from the edge of any length beam.

For each freestanding beam, you will need one double base assembly. For each 7' and 5'6" L-beam, you will need one single base assembly.



beam and L-beam

base assemblies—double and single



Top surfaces

Top surfaces are used for writing, conferencing, and other daily tasks. They come in rectangular, round, and half-round shapes, and in a variety of finishes.

The 24"x60" top surface acts as a credenza top when centered over the beam, but it can also be mounted in a forward position for use as a work surface.

The project table is designed for ongoing projects; its raised edge on three sides implies a private area for undisturbed work. It mounts in a forward position on the beam.

The project shelf mounts from the back of the beam, and can be used behind project tables or machine tables for books and small personal computers. Shelf dividers are available to support stored materials.

Machine surfaces

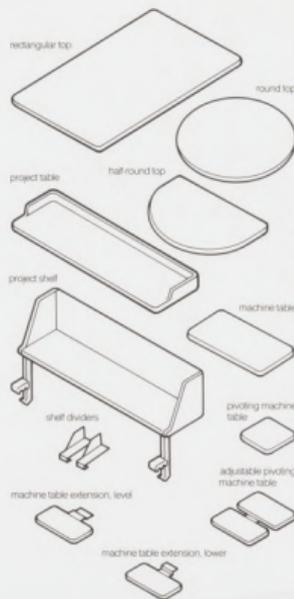
These surfaces are designed to handle a wide variety of electronic and information equipment.

The machine table is a large table that is cantilevered from the beam at the correct height for typewriter use. It can also support a telecopier or CRT printer. A paper tray mounted behind it will hold continuous form letter-size paper.

The pivoting machine table (which rotates 360°) is designed for large, multi-line phones, calculators, dictating equipment, or other office machines.

The adjustable pivoting machine table (which also rotates 360°) mounts directly over the beam and is an appropriate support for CRTs with attached or detached keyboards. For machines with separate keyboards there is a machine table extension, which can be ordered in a level or lower position. With the lower machine table extension, the pivot is reduced to 120° or 270° if the table is mounted at the end of the beam.

The adjustable pivoting machine table will extend from 18"x18 1/2" to 18"x25", and with a level extension attached, it will provide a flat surface of 18"x34"—a size that can handle very large office equipment.



Storage/filing

Drawer cases are secure, lockable storage for personal items and for filing performed on a regular basis. They suspend from the beam and mount in two positions: either directly below in a centered position or 3" forward of center (for easier access to drawer cases when mounted beneath 36" tops).

Pencil drawers measure 11"x15"x1 1/2" high and attach under 36"x60" veneer or laminate top surfaces or project tables.

File compressors, for use with file or box drawer cases, separate storage and filing spaces. Stationery dividers store and separate items within box drawer cases.

Paper handling

Note: All paper handling items can be relocated without the use of tools.

Paper trays, for reports, notepads, pencils, etc., can be located next to or beneath tops and can go anywhere along the beam.

Reference organizers store books, binders for floppy disks, and other reference materials. Reference organizer file dividers are available for separating stored materials.

File dividers hold current file folders next to a work area. They mount over the beam, either parallel or perpendicular to it.

file drawer case

box drawer case



pencil/file drawer case

pencil drawer

file compressor



stationery divider

paper tray

reference organizer



file divider



reference organizer

Accessories

A small telephone tray holds slimmer office phones and, when used with a key adapter, allows for multiple line phones. A large telephone tray holds a "standard-sized" desktop phone.

Accessory stands are provided for flowers or other personal items. They are available center mounted and forward mounted.

Display stands are available in pivoting and fixed versions. Mounted near a telephone they can display messages and appointment books. Both display stands can be used for data input next to computers and word processors. The pivoting display is especially useful for this because it can be rotated along with the computer.

Fabric-covered knee panels, hung from the beam, provide an additional texture to a Burdick Group configuration.

Wire management

Wire management components perform two functions: (1) they connect building power sources with Burdick Group configurations; and (2) they manage and conceal wires along and beneath the beam and down the base assembly.

Each beam and base assembly comes complete with a wire management accessory package of components. The package includes components to conceal cables along one leg and under the beam. Remember that the double base assembly comes with only one wire management package, so you must order the second one separately, if required.

An electrical distributor is optional. This is a fused, four-outlet box which can be mounted below the beam. Within the configuration, it should be centrally located to electrical and communication equipment, but not so that it gets in the way of the user's legs.



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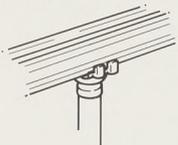


Making connections

To assure stable, safe, and strong configurations, these connection guidelines must be followed.

Beam to base

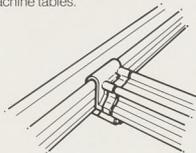
Both the 10' and 7' beams, as well as the 7' and 5'6" L-beams, have pre-drilled holes for attaching base assemblies. The base assembly is the *only* Burdick Group component with a fixed location.



Beam to beam

Connector beams should always be connected to freestanding beams to ensure the configuration's stability and never over a base assembly location on the freestanding beam.

The area of connection between the L-beam and the freestanding beam can be straddled by many components including top surfaces, project tables, machine tables, and pivoting machine tables.



Top surface

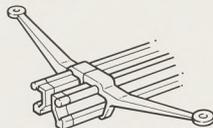
The brackets of rectangular top surfaces attach anywhere on the beam and up to 3" from either end, measuring from the center line of the bracket. This distance allows an 11" overhang of the top surface beyond the end of the beam.

The brackets of round top surfaces attach anywhere on the beam and also up to 3" from either end. This top surface will then overhang the end of the beam by 9".

Brackets on half-round top surfaces attach anywhere on the beam and up to 3" from either end, leaving a 4" overhang.

Brackets for all top surfaces can also be mounted in the notch provided in the base assembly, so they can be placed directly over the point of beam-to-base connection.

The 24"x60" top surface can be mounted in a centered position or a forward position. When in the forward position, the distance from the center line of the beam to the front edge of the top surface is 16".



Project table/project shelf

The project table mounts in a forward position—so other products can be attached to the beam opposite the project table.

When the project table is attached to a freestanding beam, the beam must have at least three drawer cases suspended from it in a centered position, for stability.

Brackets on project tables attach anywhere on the beam, including in the notch of the base assembly, and up to 3" from either end. This distance results in an 8" overhang of the project table beyond the end of the beam.

The project shelf, mounted behind the project table, accommodates books, files, floppy discs, etc. Clip-on dividers separate materials and hold books in place.

Pivoting machine table

The pivoting machine table is cantilevered from the beam and pivots in a radius of 9 1/4". Brackets with this table can mount in the notch of the base assembly and on either side of the beam-to-beam connection.

Adjustable pivoting machine table

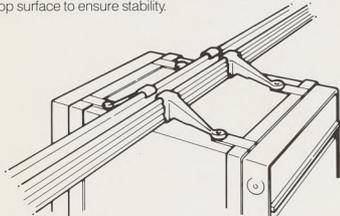
The adjustable pivoting machine table mounts in a centered position anywhere on the beam, including on either side of the beam-to-beam connection. When equipped with a level extension, this table pivots 360° in a 22 1/4" radius. With the lower extension attached, the adjustable pivoting machine table will pivot 120°, unless placed at the end of the beam, where it will pivot 270°.

Drawer case

Drawer cases suspend below the beam in either a centered or forward position; their brackets can also be mounted on either side of the beam-to-beam connection.

Up to four drawer cases can be mounted in a centered position opening in one direction on a 5'6" L-beam.

Up to two drawer cases, mounted in the forward position and opening in one direction, can be mounted on 10' or 7' freestanding beams. This configuration requires a 36"x60" top surface to ensure stability.



Pencil drawer

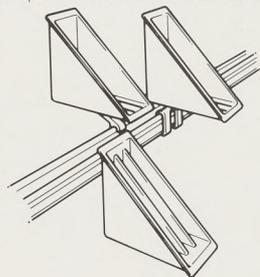
The pencil drawer is designed to be attached to the underside of the 36"x60" veneer and laminate top surfaces, as well as the project table. These tops have pre-drilled mounting holes for the pencil drawer.

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Reference organizer

Brackets on the reference organizer can be changed so it can be mounted in front of, on top of, or behind the beam; on either side of the beam-to-beam connection; and directly opposite where the L-beam attaches to the freestanding beam.

The reference organizer mounts in front of and below the beam except if a drawer case is mounted at that location.



Paper tray

Paper trays can be attached anywhere on the beam, directly opposite where the L-beam attaches to the freestanding beam, and under any top surface.

File divider

The file divider is supported directly upon the beam. It can be mounted either parallel or perpendicular to the beam. When mounted parallel, the file divider is 17" wide; when mounted perpendicularly, it is 7 1/2" wide.

Knee panel

Knee panels mount anywhere along the beam. Designed to pass behind drawer cases, they require a fabric selection.

Waste bin

The waste bin clips to one side of the beam, either side of the beam-to-beam connection, and directly opposite where the L-beam connects to the freestanding beam.

The bracket on the reference organizer is designed to straddle the waste bin bracket.

Electrical distributor

The electrical distributor is suspended below the beam, preventing a drawer case from being mounted directly below it.

Products with aluminum brackets are designed to mount in a centered position in the notch in the electrical distributor bracket. Paper tray brackets are wide enough to straddle the electrical distributor bracket.

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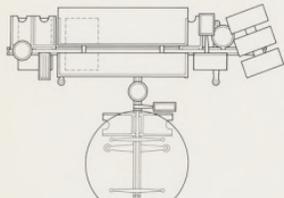




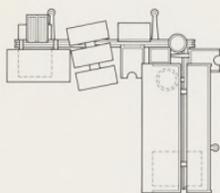
Burdick Group™ configurations

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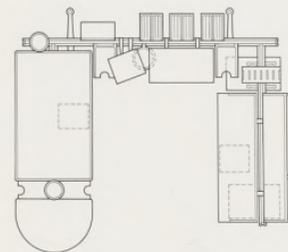
Use these sample Burdick Group configurations as possible starting points in your planning process. To help you in specifying, each sample configuration includes a complete list of products used.



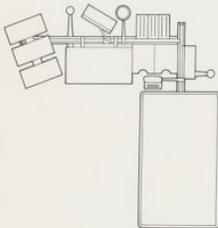
Product Number	Qty.	Description
BG102	1	10' beam
BG106	1	5'6" L-beam
BG103	1	Double base assembly
BG107	1	Single base assembly
BG122	1	48" diameter top surface
BG130	1	Project table
BG153	1	Project shelf
BG154	1	Shelf divider (for project shelf)
BG133	1	Adjustable pivoting machine table
BG134	1	Machine table extension—level
BG124	1	Pencil/drawer case
BG141	1	Box drawer case
BG145	1	Stationary divider (for box drawer case)
BG150	4	Paper tray
BG151	1	Reference organizer
BG155	1	Reference organizer file divider
BG162	1	Standard telephone tray
BG161	1	Narrow telephone tray
BG163	2	Center-mount accessory stand
BG166	1	Display stand
BG170	2	Knee panel
BG167	1	Waste bin
BG201	1	Electrical distributor



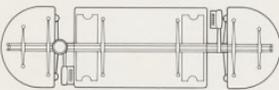
Product Number	Qty.	Description
BG101	1	7' beam
BG106	1	5'6" L-beam
BG103	1	Double base assembly
BG107	1	Single base assembly
BG130	1	Project table
BG153	1	Project shelf
BG154	1	Shelf divider (for project shelf)
BG131	1	Machine table
BG133	1	Adjustable pivoting machine table
BG135	1	Machine table extension, lower
BG142	1	Pencil/drawer case
BG141	1	Box drawer case
BG145	1	Stationary divider (for box drawer case)
BG150	2	Paper tray
BG151	2	Reference organizer
BG155	2	Reference organizer file divider
BG162	1	Standard telephone tray
BG163	1	Center-mount accessory stand
BG166	1	Display stand
BG170	2	Knee panel
BG167	1	Waste bin
BG201	1	Electrical distributor



Product Number	Qty.	Description
BG102	1	10' beam
BG105	2	7' L-beam
BG103	1	Double base assembly
BG107	2	Single base assembly
BG110	1	36" x 60" top surface
BG125	1	Half-round surface
BG130	1	Project table
BG153	1	Project shelf
BG154	1	Shelf divider (for project shelf)
BG131	1	Machine table
BG132	1	Pivoting machine table
BG140	1	File drawer case
BG141	1	Box drawer case
BG143	1	Pencil drawer
BG145	1	Stationary divider (for box drawer case)
BG150	4	Paper tray
BG151	6	Reference organizer
BG155	6	Reference organizer file divider
BG152	1	File divider
BG163	2	Center-mount accessory stand
BG166	1	Display stand
BG167	1	Waste bin
BG201	1	Electrical distributor



Product Number	Qty.	Description
BG101	1	7' beam
BG106	1	5'6" L-beam
BG103	1	Double base assembly
BG107	1	Single base assembly
BG110	1	36" x 60" top surface
BG131	1	Machine table
BG133	1	Adjustable pivoting machine table
BG135	1	Machine table extension, lower
BG150	2	Paper tray
BG151	3	Reference organizer
BG155	3	Reference organizer file divider
BG161	1	Small telephone tray
BG164	1	Accessory stand, bracket mount
BG165	1	Pivoting display stand
BG166	1	Display stand
BG168	1	Key adapter



Product Number	Qty.	Description
BG102	1	10' beam
BG103	1	Double base assembly
BG120	1	36" x 60" top surface
BG123	2	Half-round surface
BG150	4	Paper tray
BG161	2	Small telephone tray
BG163	1	Center-mount accessory stand
BG168	2	Key adapter



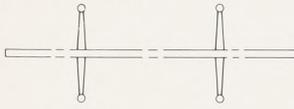
Burdick Group™ tracing guide



scale: 1/4" = 1'0"

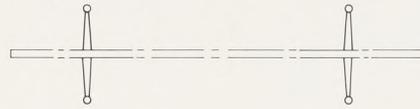
Beam and Base Assembly

84"
BG101 BG103



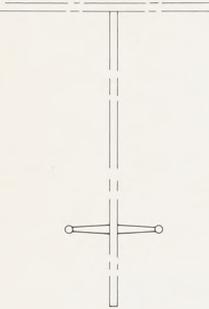
Beam and Base Assembly

120"
BG102 BG103



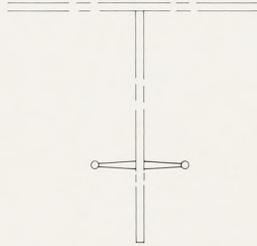
L-beam and Base Assembly

84"
BG105 BG107



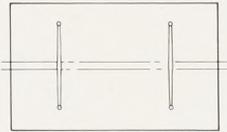
L-beam and Base Assembly

66"
BG106 BG107



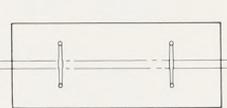
Top Surface

36"x60"
BG110,115,120



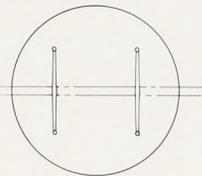
Top Surface

24"x60"
BG111,116,121



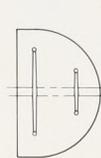
Top Surface

48" dia
BG112,117,122



Top Surface

24" L
BG113,118,123,125



Project Table

18 3/4"x60"
BG130



Project Shelf

16"x60"
BG153



Knee Panel

4"x42"xH 12"
BG170



Machine Table

15"x30"
BG131



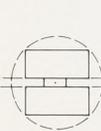
Pivoting Machine Table

12"x14"
BG132



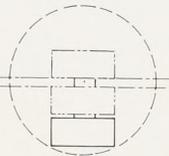
Adjustable Pivoting Machine Table

18"x18 1/2"-25"
BG133



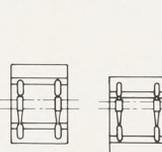
Machine Table Extension

8"x18"
level, BG134
lower, BG135



Drawer Case

16"x22"
BG140,141,142



Pencil Drawer

11"x15"
BG143



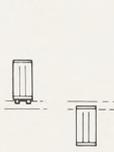
Paper Tray

10 3/8"x13"
BG150



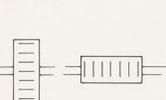
Reference Organizer

5"x10 1/2"
BG151



File Divider

6"x17 1/2"
BG152



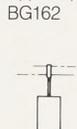
Small Telephone Tray

3 1/4"x8 1/4"
BG161



Large Telephone Tray

6 1/4"x10 1/4"
BG162



Accessory Stand

6 1/2" dia
BG163



Accessory Stand

6 1/2" dia
BG164



Pivoting Display Stand

10 1/4"x15"
BG165



Display Stand

10 1/4"x15"
BG166



Waste Bin

10" dia
BG167



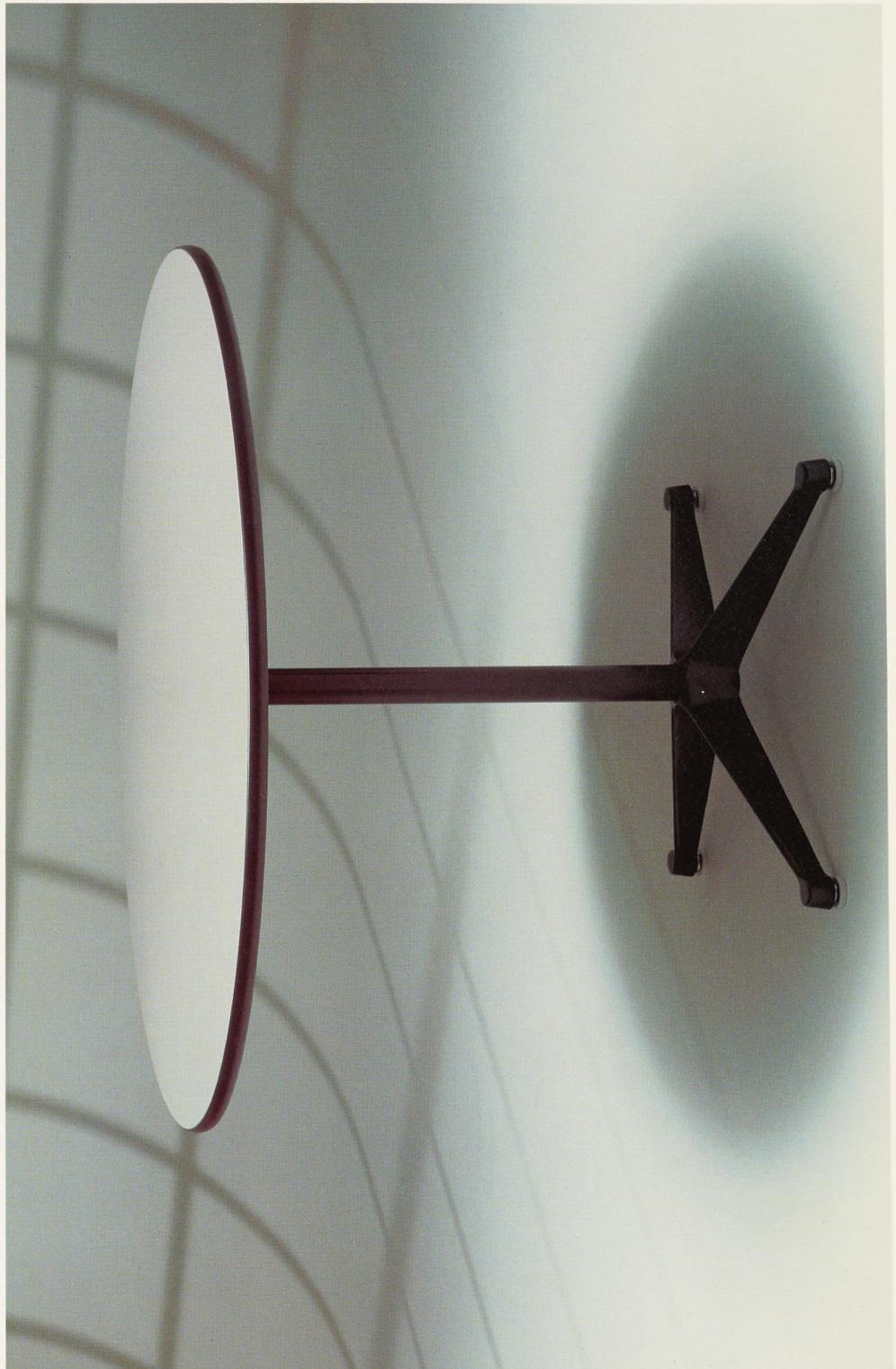
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Eames® contract base tables

ET109 Round Table

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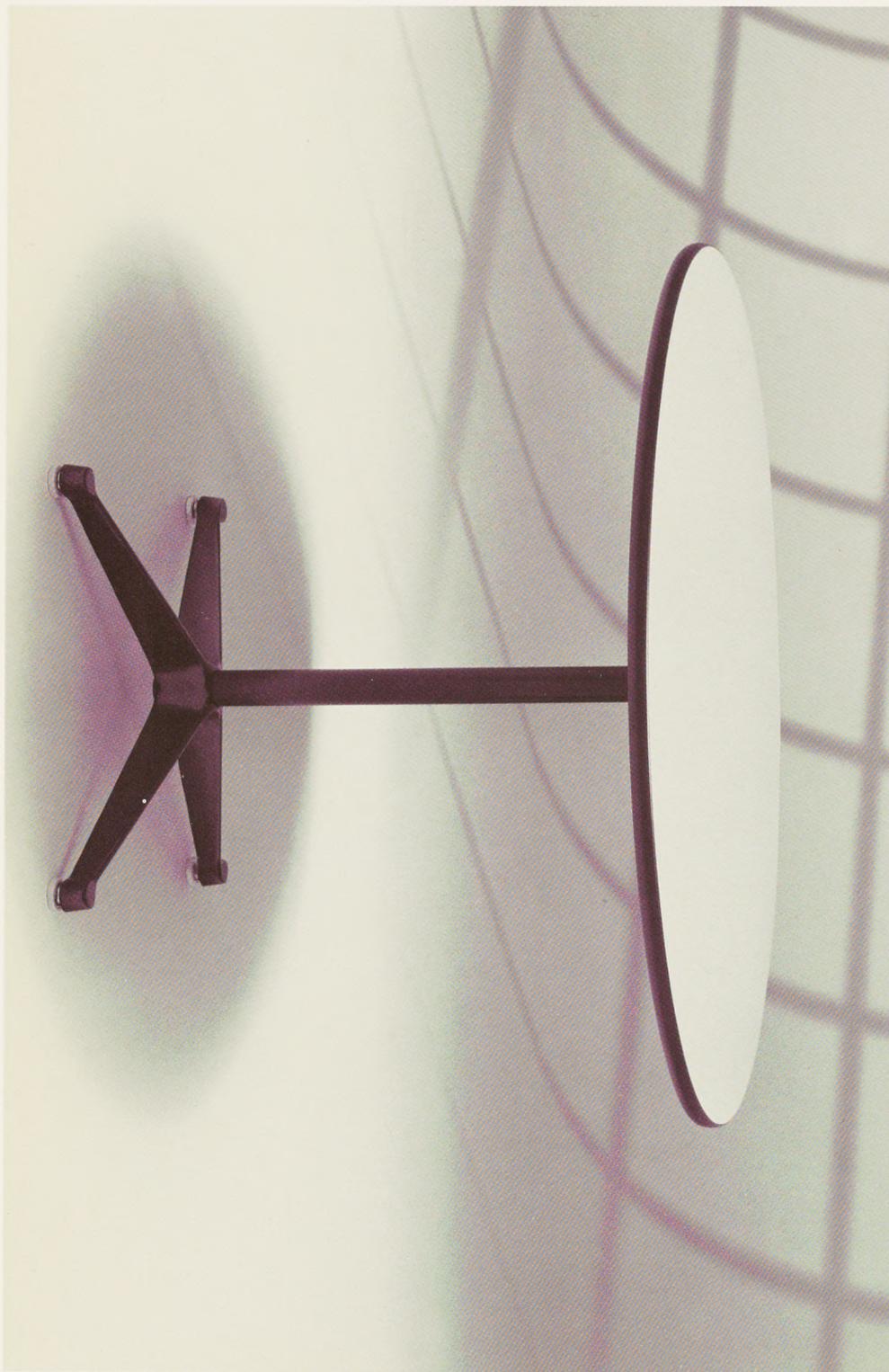
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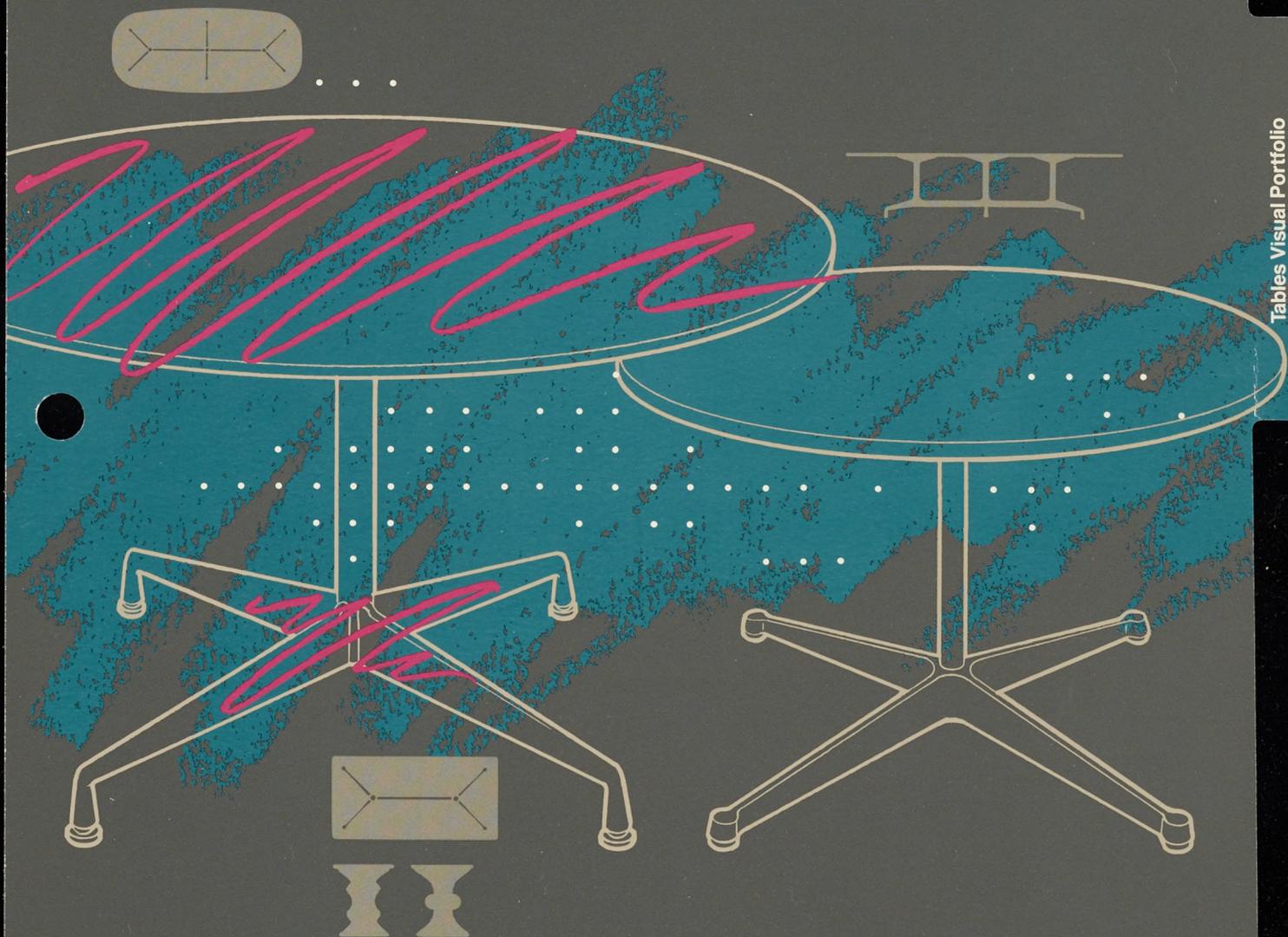
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To reorder, call
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Eames® contract base tables

ET109 Round Table



Tables visual portfolio

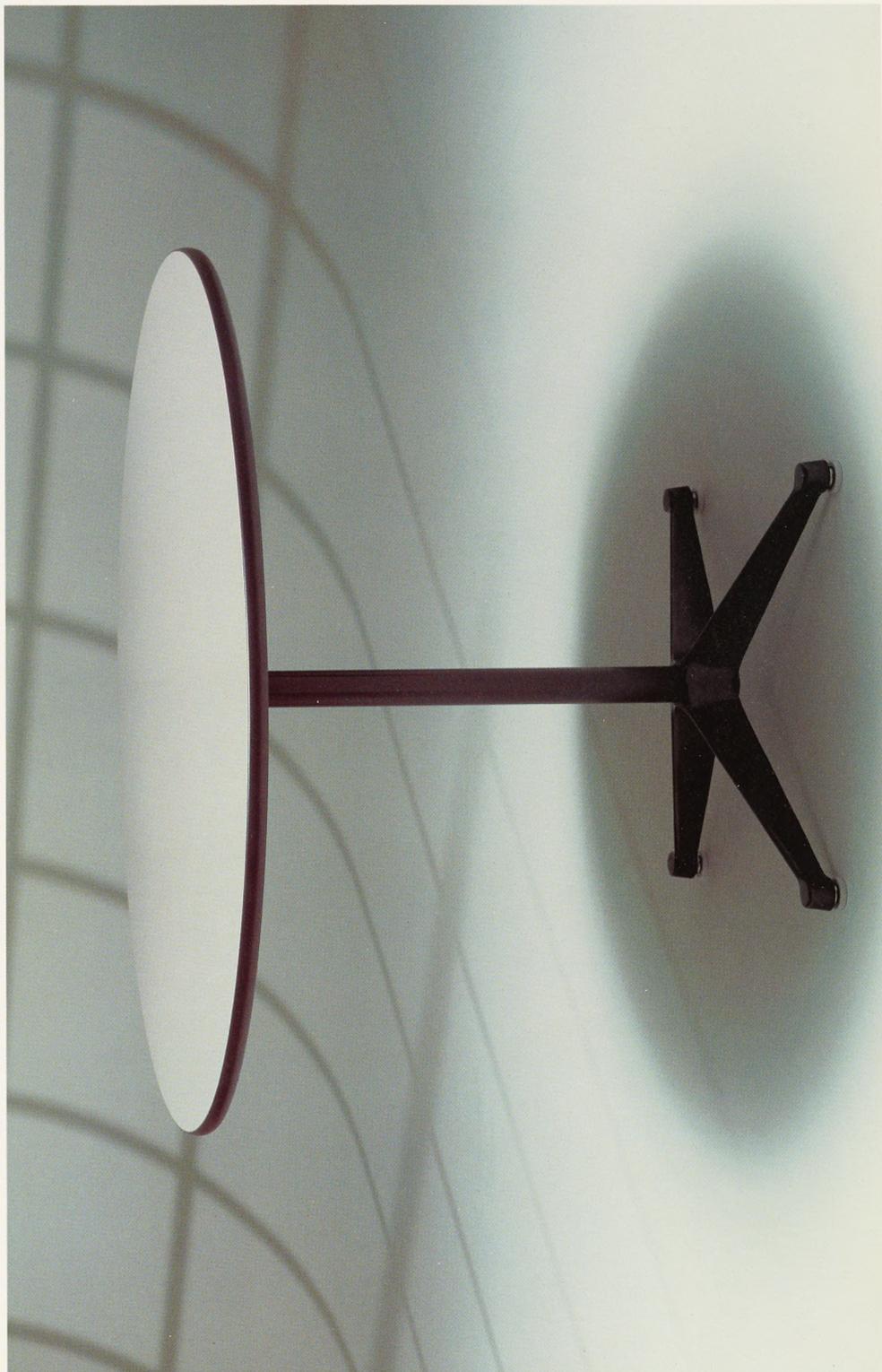


Tables Visual Portfolio

Eames® contract base tables

ET109 Round Table

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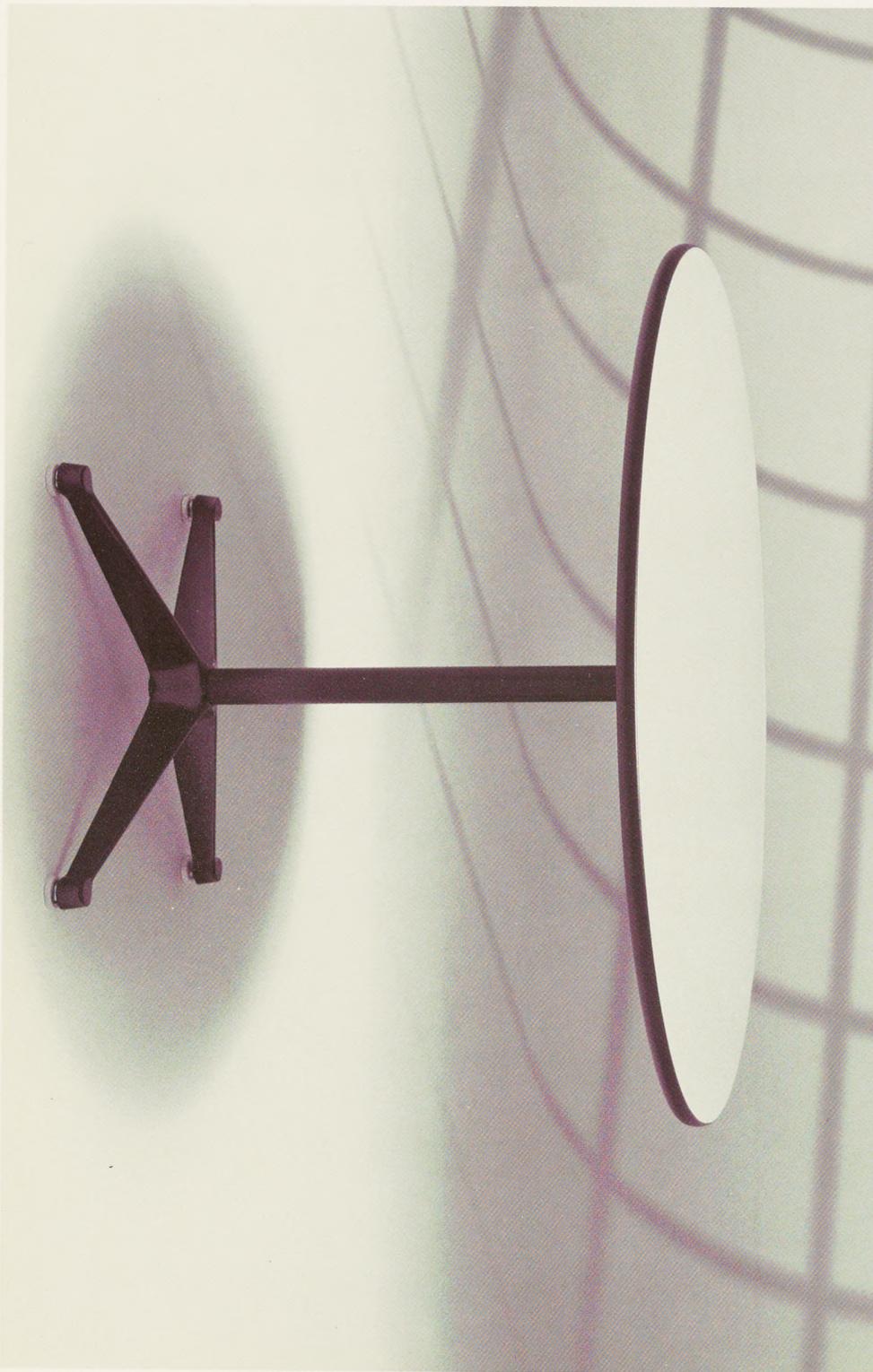
Eames®
ET109

Round Table

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Eames® contract base tables

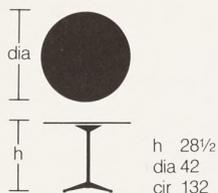
ET109 Round Table



Eames® contract base tables

ET109 Round Table

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Features:

- Light tone, medium tone, dark tone, cool tone, or warm tone vinyl edge
- Bright polished aluminum, light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss base
- Light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss column
- Self-adjusting nylon glides
- Hardwood veneer- or plastic laminate-faced tops

To order, specify product number.

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Round Table

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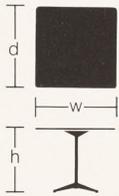




Eames® contract base tables

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ET113 Square Table



h 28½
w 36
d 36

Features:

- Light tone, medium tone, dark tone, cool tone, or warm tone vinyl edge
- Bright polished aluminum, light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss base
- Light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss column
- Self-adjusting nylon glides
- Hardwood veneer- or plastic laminate-faced tops

To order, specify product number.

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Square Table

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Eames® universal base tables

ET105 Square Table

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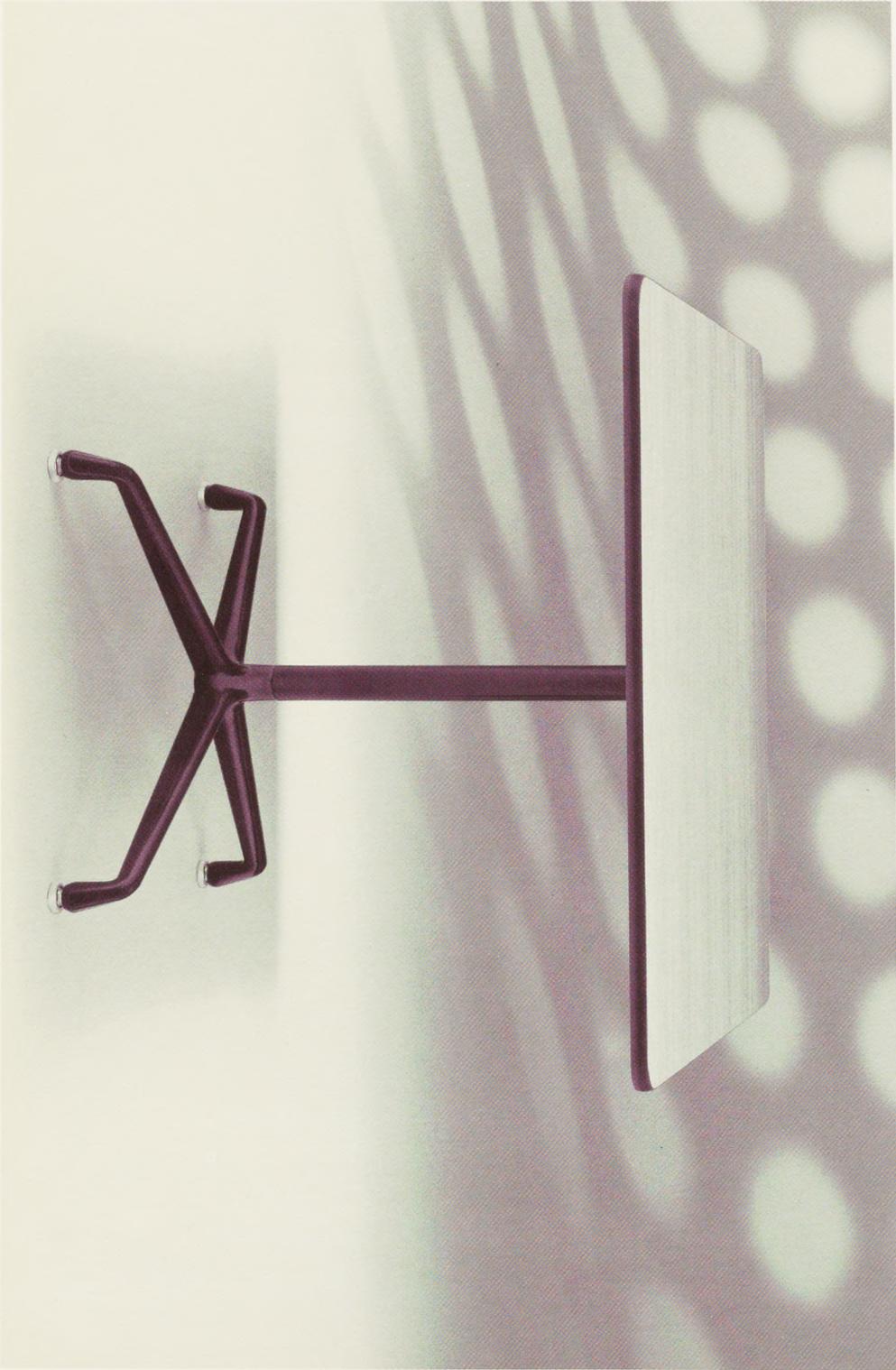
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ET105**

Square Table

O.ET1001
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Eames® universal base tables

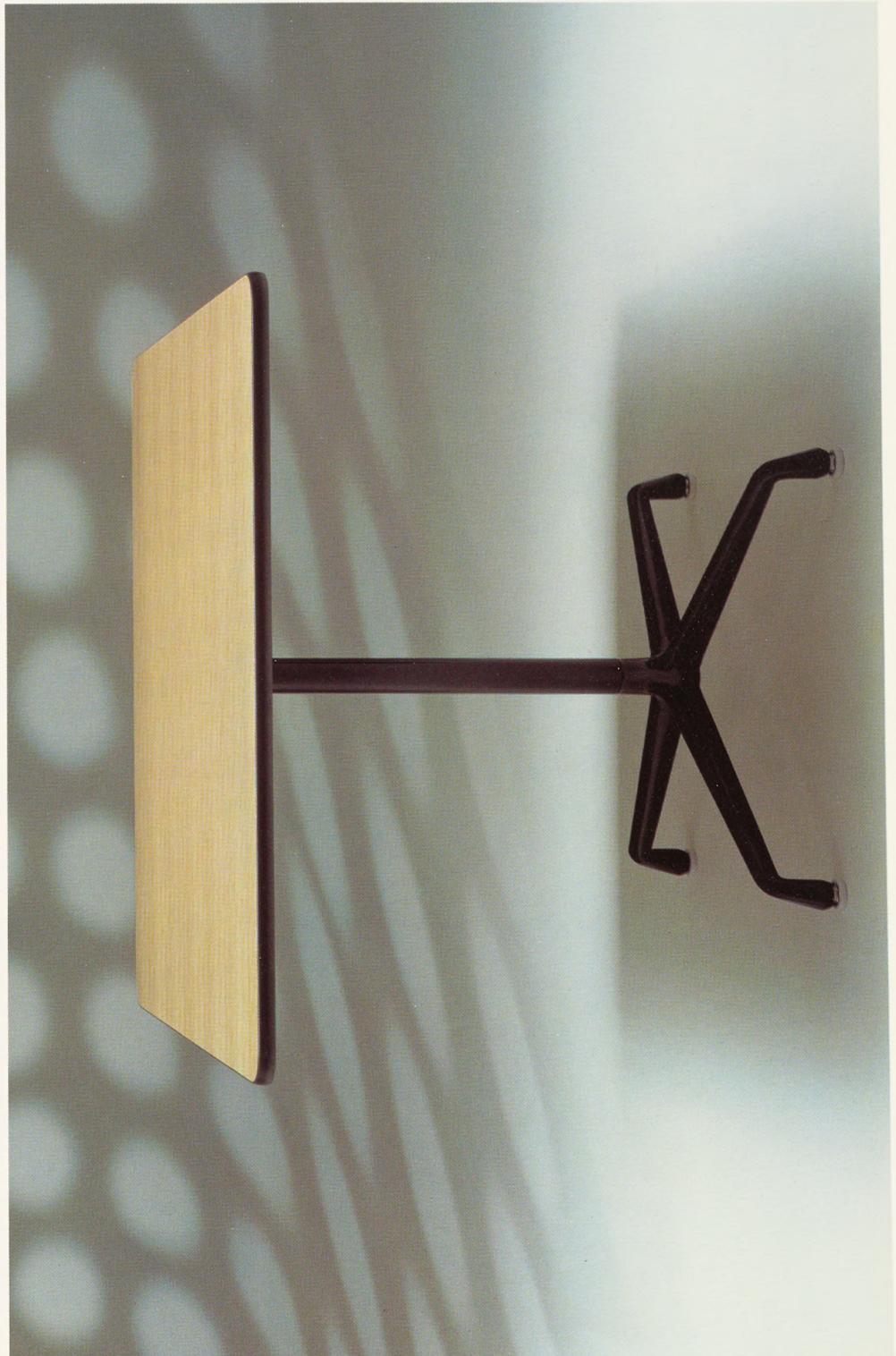
ET105 Square Table



Eames® universal base tables

ET105 Square Table

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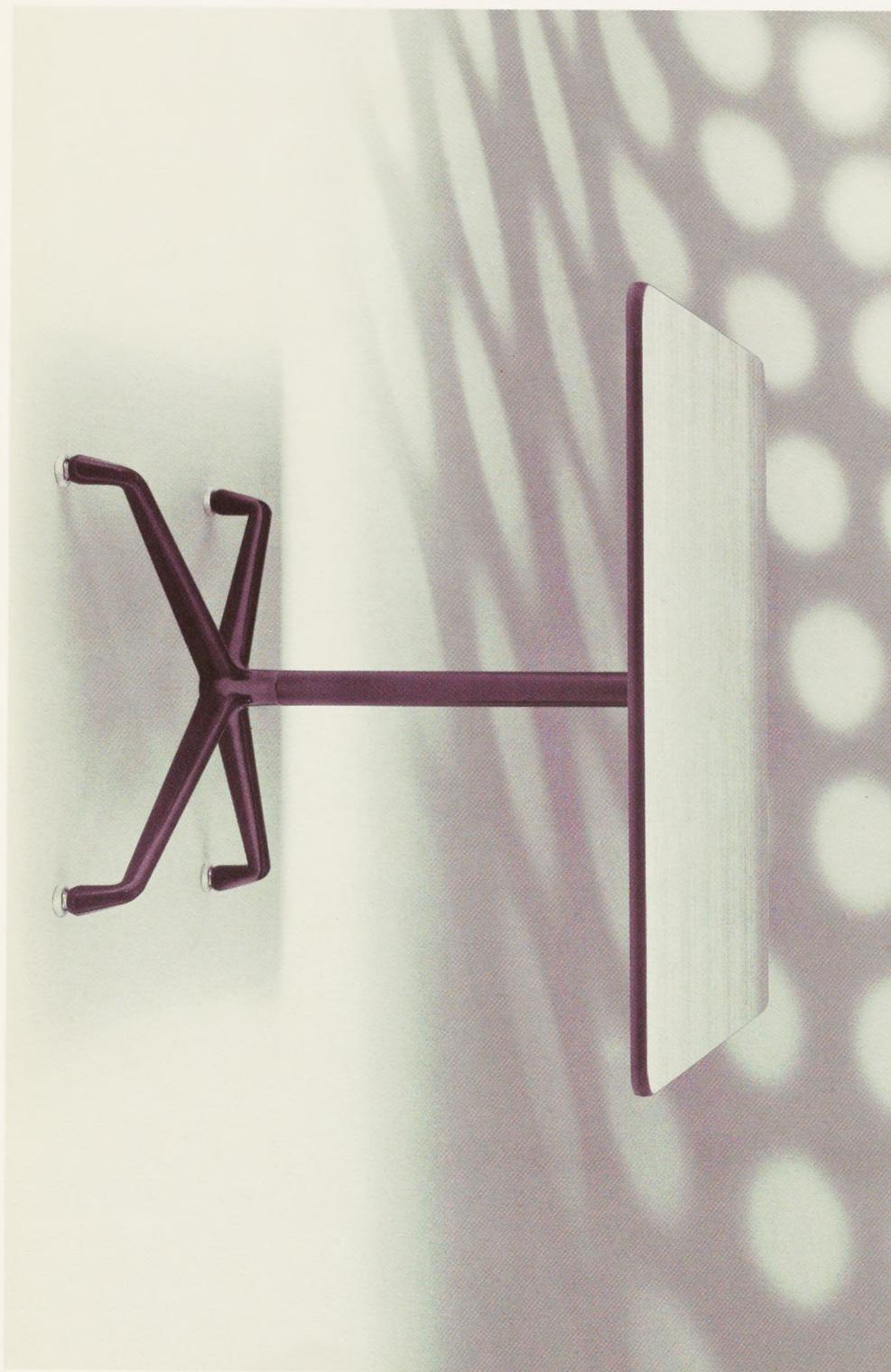
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Square Table

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Eames® universal base tables

ET105 Square Table



Eames® universal base tables

ET102 Round Table

herman miller



Features:

- Light tone, medium tone, dark tone, cool tone, or warm tone vinyl edge
- Bright polished aluminum, light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss base
- Light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss column
- Self-adjusting nylon glides
- Hardwood veneer- or plastic laminate-faced tops

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Round Table

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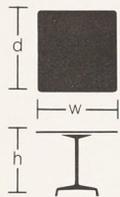




Eames® universal base tables

ET105 Square Table

 herman miller



h 28½
w 36
d 36

Features:

- Light tone, medium tone, dark tone, cool tone, or warm tone vinyl edge
- Bright polished aluminum, light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss base
- Light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss column
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Square Table

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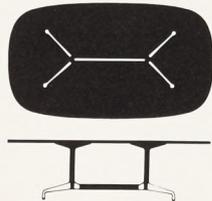




Eames® segmented base tables

ET150 Oval Conference Table

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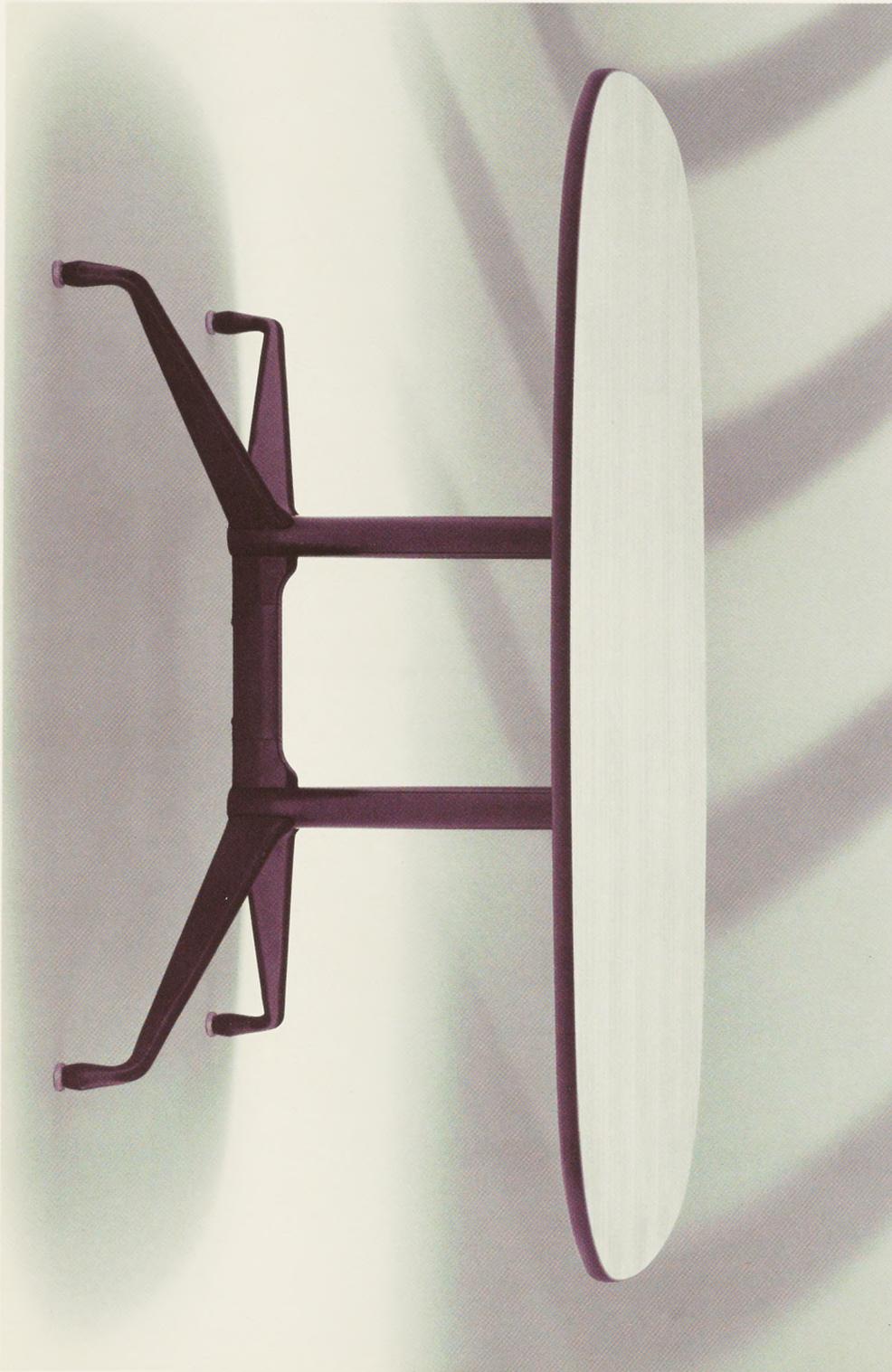
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ET150**

Oval Conference
Table

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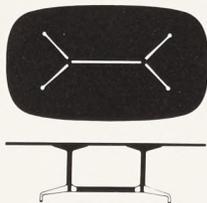
ET150 Oval Conference Table



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ET150 Oval Conference Table

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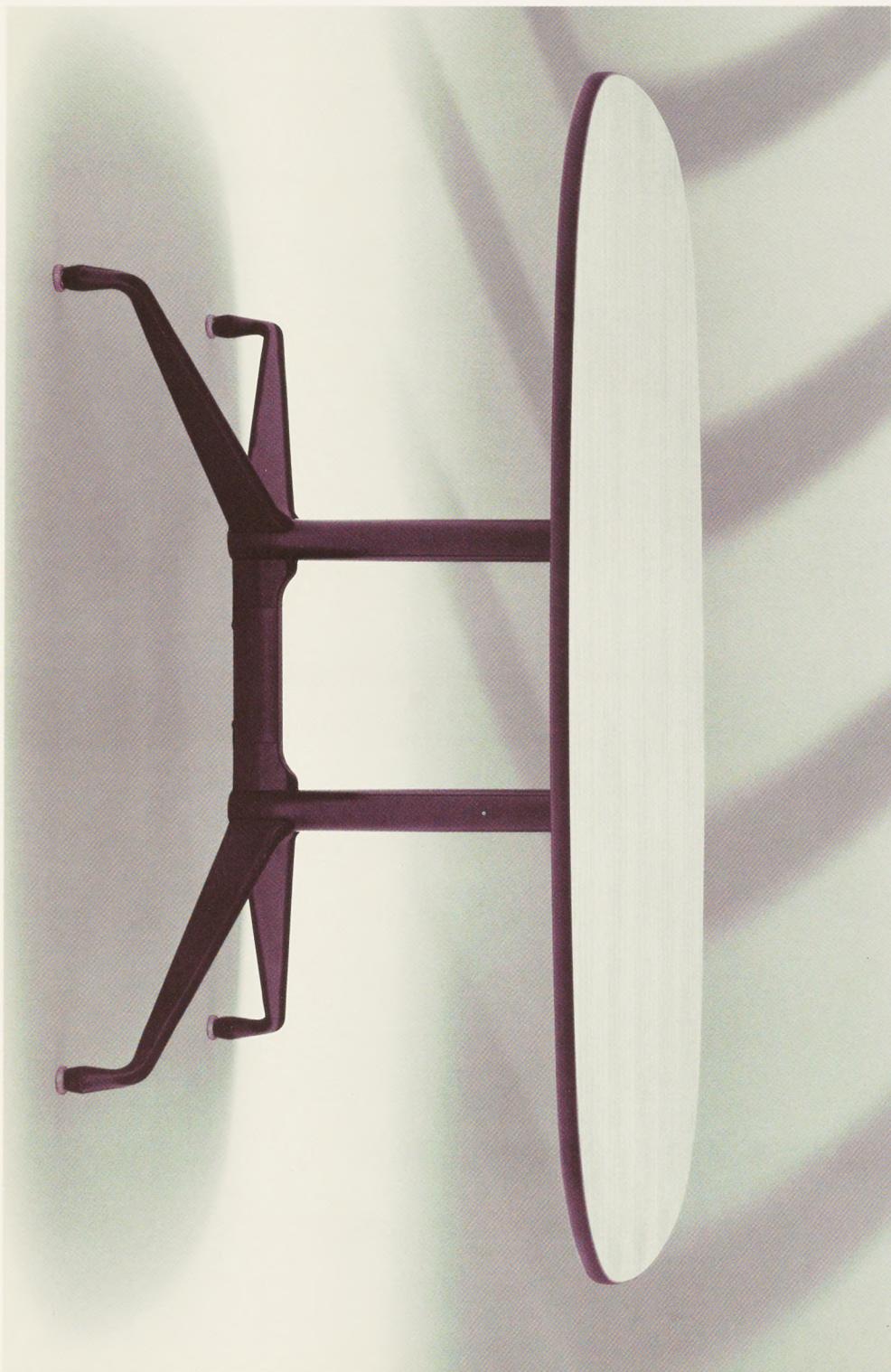
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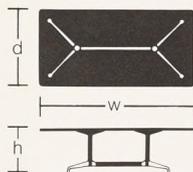
ET150 Oval Conference Table



Eames® segmented base tables

ET143 Rectangular Conference Table

herman miller



h 28½
w 72
d 36

Features:

- Light tone, medium tone, dark tone, cool tone, or warm tone vinyl edge
- Bright polished aluminum, light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss base
- Light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss columns and stretchers
- Self-adjusting nylon glides
- Hardwood veneer- or plastic laminate-faced tops

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ET143

Rectangular
Conference Table

O.ET143
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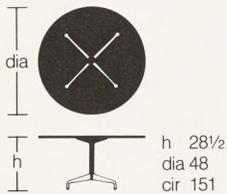




Eames® segmented base tables

ET123 Round Conference Table

herman miller



Features:

- Light tone, medium tone, dark tone, cool tone, or warm tone vinyl edge
- Bright polished aluminum, light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss base
- Light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss columns and stretchers
- Self-adjusting nylon glides
- Hardwood veneer- or plastic laminate-faced tops

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Eames®
ET123

Round Conference
Table

O.ET123
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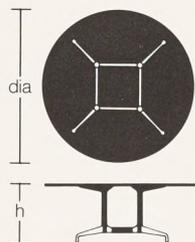




Eames® segmented base tables

ET127 Round Conference Table

 herman miller



h 28½
dia 72
cir 226

Features:

- Light tone, medium tone, dark tone, cool tone, or warm tone vinyl edge
- Bright polished aluminum, light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss base
- Light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss columns and stretchers
- Self-adjusting nylon glides
- Hardwood veneer- or plastic laminate-faced tops

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Eames®
ET127

Round Conference
Table

O.ET127
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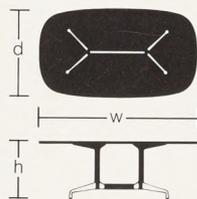




Eames® segmented base tables

ET150 Oval Conference Table

herman miller



h 28½
w 66
d 42

Features:

- Light tone, medium tone, dark tone, cool tone, or warm tone vinyl edge
- Bright polished aluminum, light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss base
- Light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss columns and stretchers
- Self-adjusting nylon glides
- Hardwood veneer- or plastic laminate-faced tops

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ET150**

Oval Conference
Table

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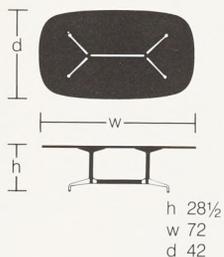




Eames® segmented base tables

ET151 Oval Conference Table

herman miller



Features:

- Light tone, medium tone, dark tone, cool tone, or warm tone vinyl edge
- Bright polished aluminum, light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss base
- Light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss columns and stretchers
- Self-adjusting nylon glides
- Hardwood veneer- or plastic laminate-faced tops

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Oval Conference
Table

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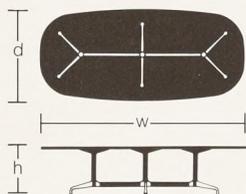




Eames® segmented base tables

ET160 Oval Conference Table

 herman miller



h 28½
w 144
d 54

Features:

- Light tone, medium tone, dark tone, cool tone, or warm tone vinyl edge
- Bright polished aluminum, light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss base
- Light tone, medium tone, dark tone, cool tone gloss, or warm tone gloss columns and stretchers
- Self-adjusting nylon glides
- Hardwood veneer- or plastic laminate-faced tops

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Oval Conference
Table

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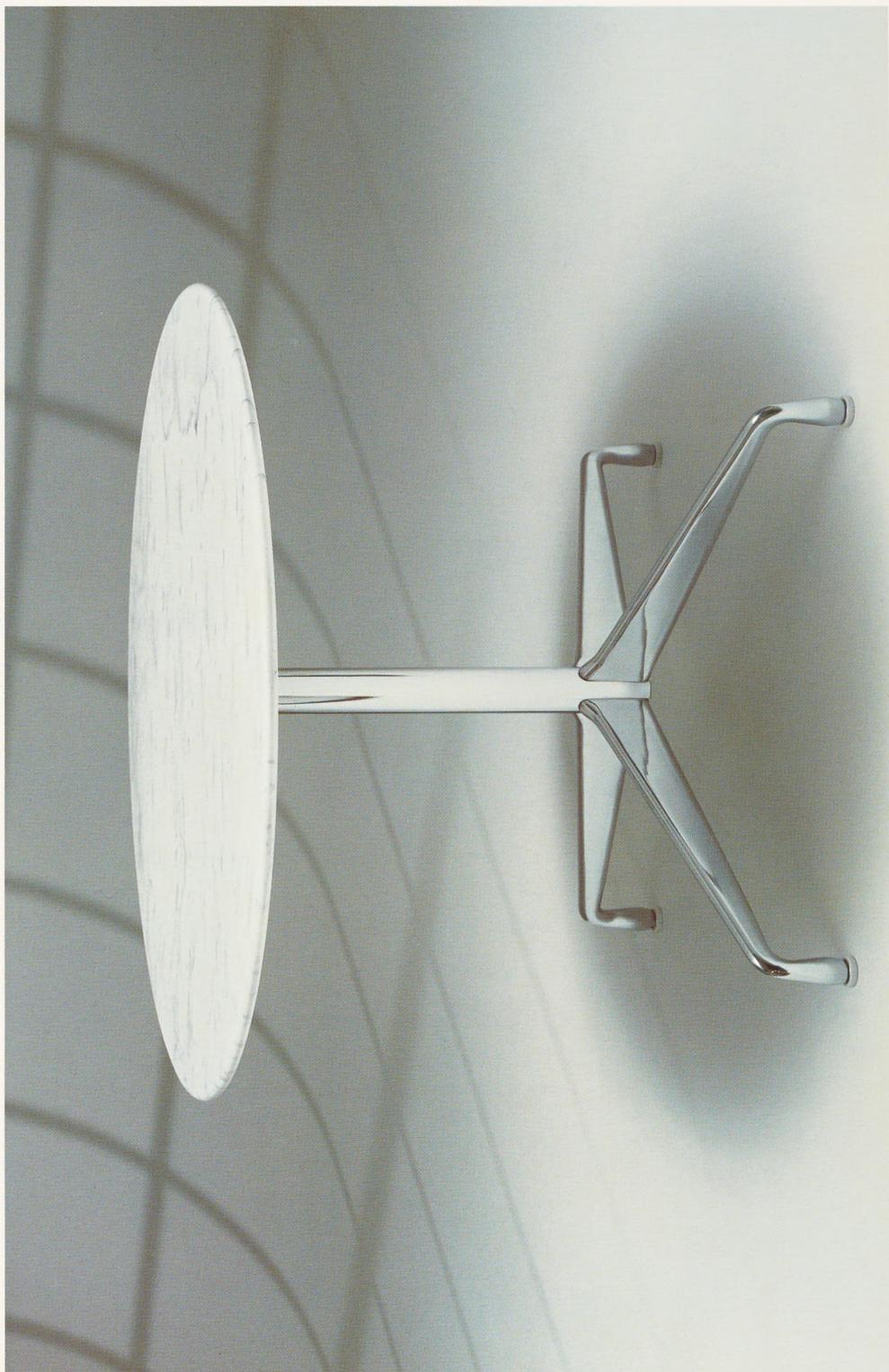




Eames® executive tables

ET281 Round Executive Table

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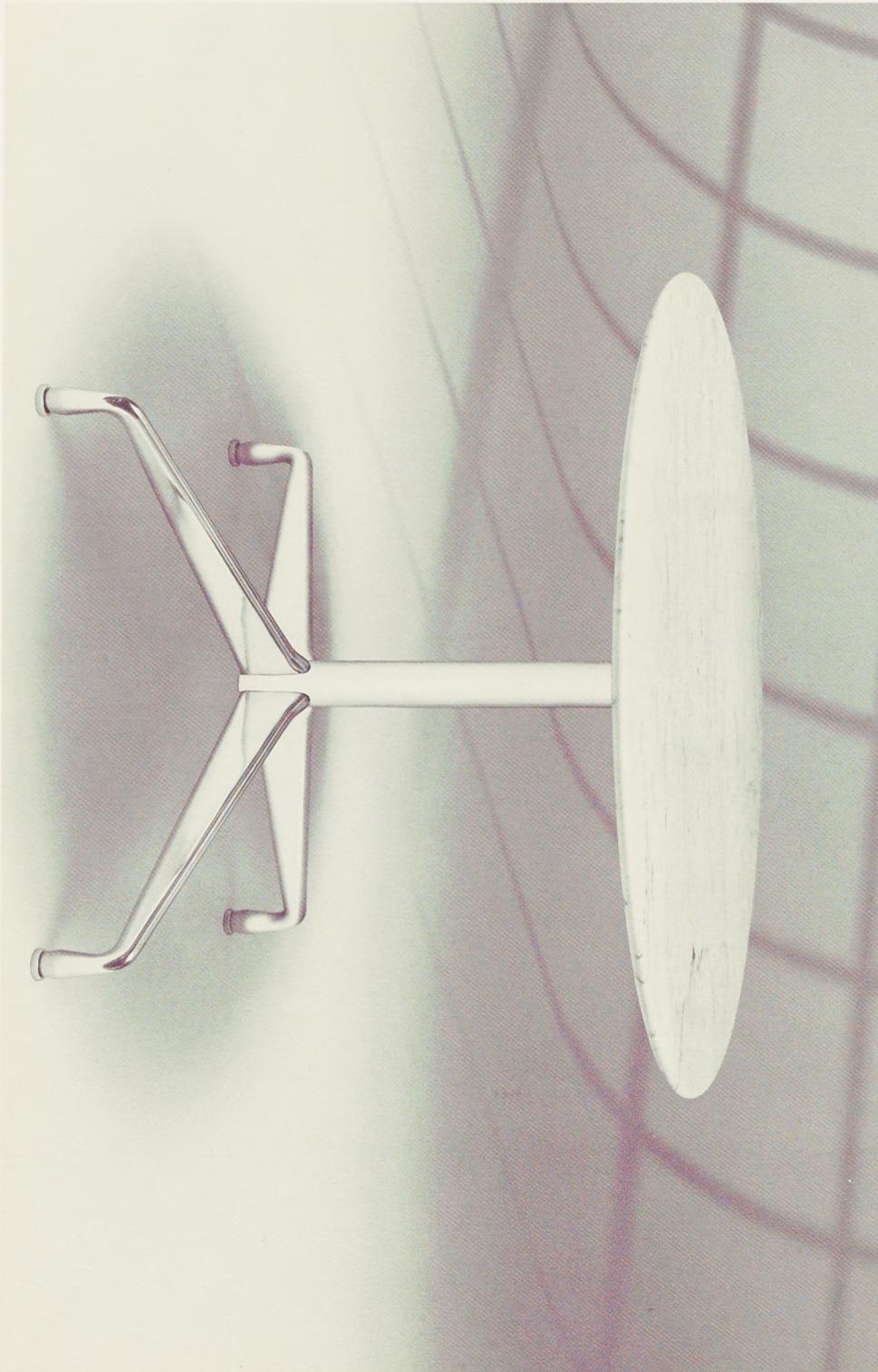
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ET281**

Round
Executive Table

O.ET1003
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Eames® executive tables

ET281 Round Executive Table



Eames® executive tables

ET281 Round Executive Table

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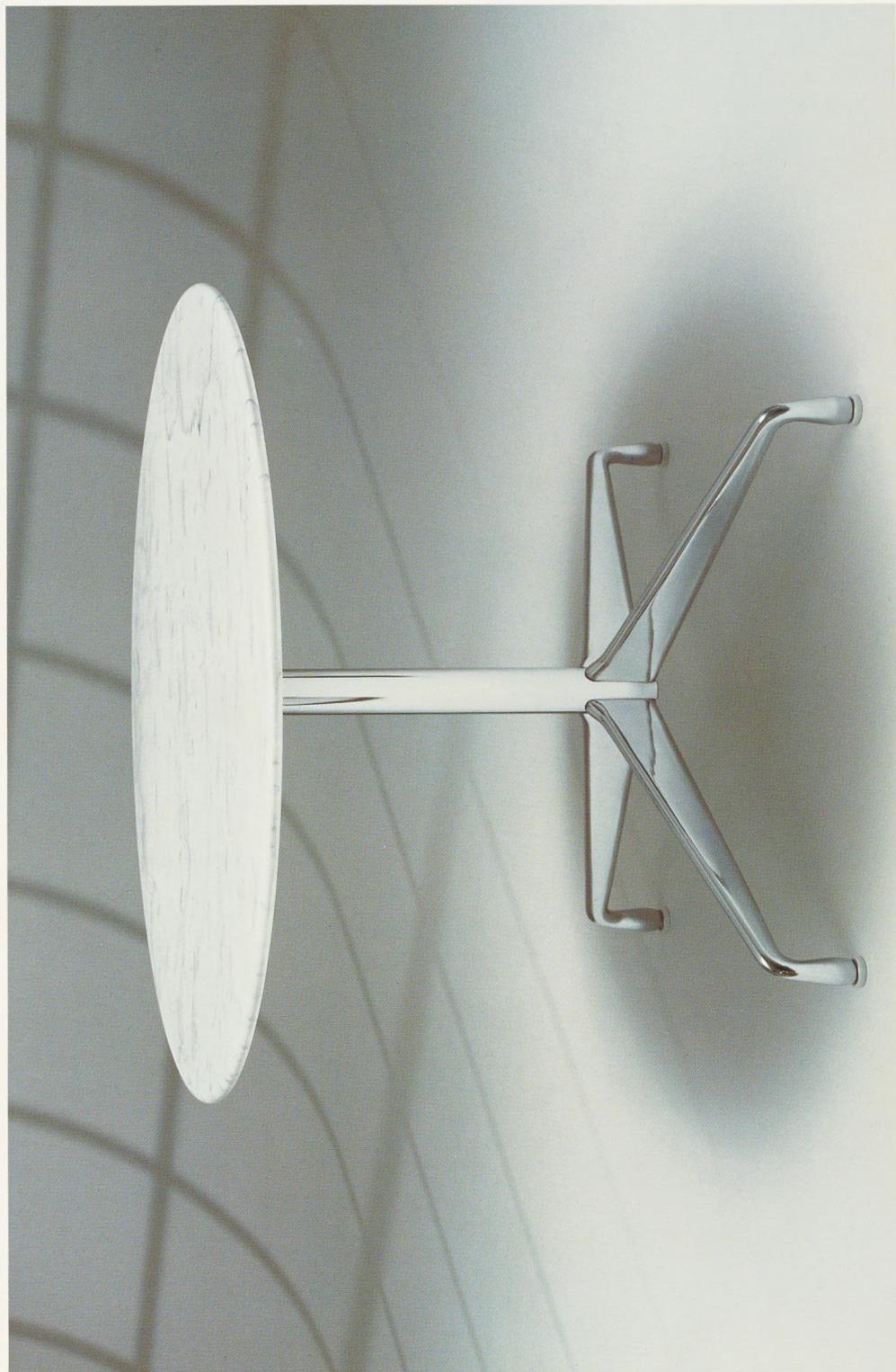
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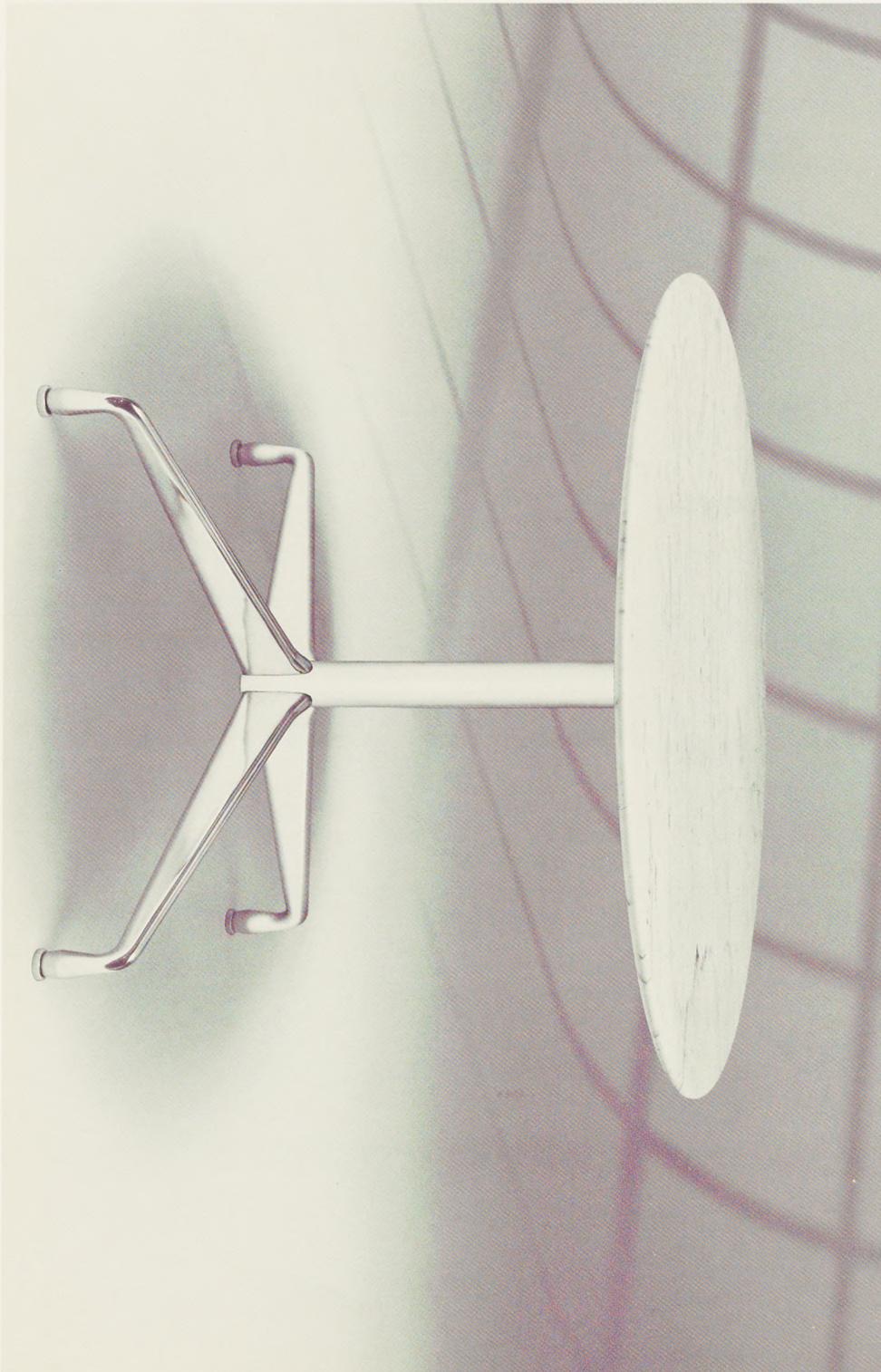
Round
Executive Table

O.ET1003
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Eames® executive tables

ET281 Round Executive Table



Eames® executive tables

ET281 Round Executive Table

herman miller



Features:

- Bright polished aluminum legs and spider
- Bright chrome-plated column
- Self-adjusting nylon glides
- Italian white marble top

To order, specify product number.



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ET281**

Round
Executive Table

O.ET281
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Eames® executive tables

ET182 Round Executive Table

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Features:

- Bright polished aluminum legs and spider
- Bright chrome-plated column
- Self-adjusting nylon glides
- Italian white marble top

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**Eames®
ET182**

Round Executive
Table

O.ET182
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Occasional tables

5451 Pedestal End Table

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Occasional Table 5451

Pedestal End Table

O.ET1004
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Occasional tables

5451 Pedestal End Table



www.italia.com

Occasional tables

5451 Pedestal End Table

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Occasional Table 5451

Pedestal End Table

O.ET1004
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Occasional tables

5451 Pedestal End Table



Occasional tables

3679 Table

 herman miller



h 18
dia 30

Features:

- Perlatto marble or black slate top
- Four-column pedestal base of polished chrome cast aluminum
- Stainless steel adjustable glides

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Occasional Table 3679

Table

O.3679
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Occasional tables

5451 Pedestal End Table

 herman miller



h 22
dia 17

Features:

- Maple veneer edge
- White enameled, bright polished aluminum, eggplant gloss, cool tone gloss, or warm tone gloss sculpted base
- Stainless steel adjustable glides
- White laminate, inner tone, or black laminate top

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Occasional Table 5451

Pedestal End Table

O.5451
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Occasional tables

5453 Pedestal End Table

 herman miller



h 22
dia 28½

Features:

- Maple veneer edge
- White enameled, bright polished aluminum, eggplant gloss, cool tone gloss, or warm tone gloss sculpted base
- Stainless steel adjustable glides
- White laminate, inner tone, or black laminate top

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Occasional Table 5453

Pedestal End Table

O.5453

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Occasional tables

5452 Low Pedestal Table

 herman miller



h 16½
dia 28½

Features:

- Maple veneer edge
- White enameled, bright polished aluminum, eggplant gloss, cool tone gloss, or warm tone gloss sculpted base
- Stainless steel adjustable glides
- White laminate, inner tone, or black laminate top

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Occasional Table 5452

Low Pedestal Table

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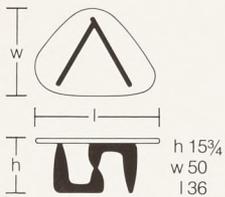




Occasional tables

IN50 Noguchi Table

 herman miller



Features:

- Plate glass top
- Walnut or ebony base

To order, specify product number.



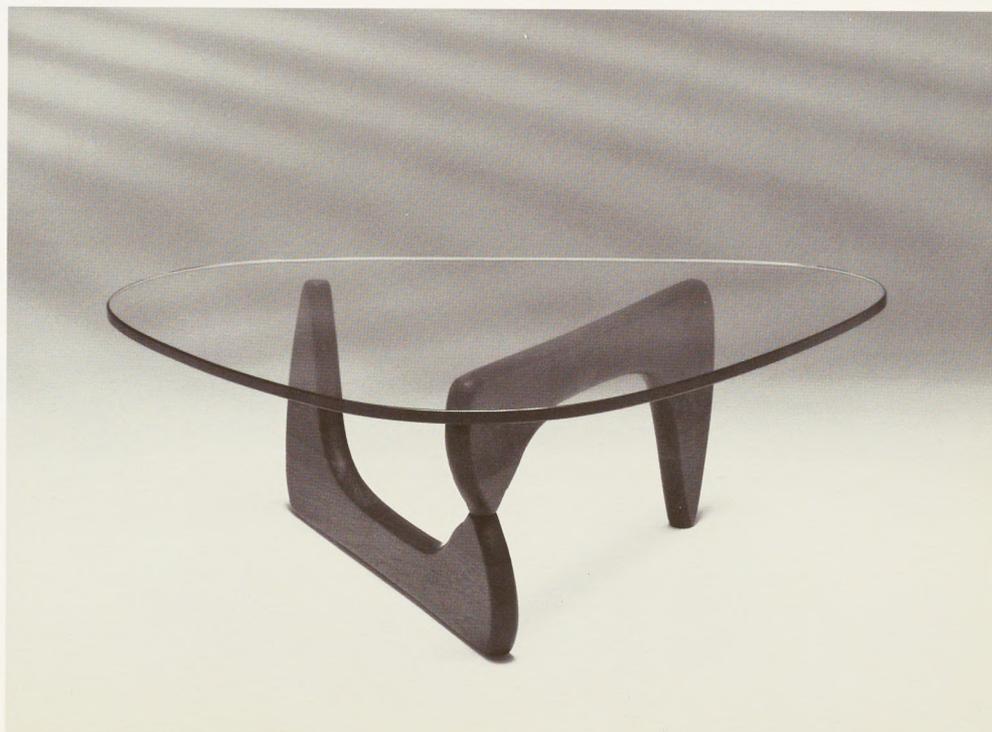
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Occasional Table IN50

Noguchi Table

O.IN50
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Occasional tables

411 Stool

 herman miller



Features:

- Oiled walnut
- Random grained patterns

To order, specify product number.



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Occasional Table 411

Stool

O.411
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(800) 851 1196.





Occasional tables

412 Stool

 herman miller



h 15
dia 13

Features:

- Oiled walnut
- Random grained patterns

To order, specify product number.



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Occasional Table 412

Stool

O.412
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(800) 851 1196.





Occasional tables

413 Stool

 herman miller



h 15
dia 13

Features:

- Oiled walnut
- Random grained patterns

To order, specify product number.



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Occasional Table 413

Stool

O.413
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Occasional tables

LTR Table

 herman miller

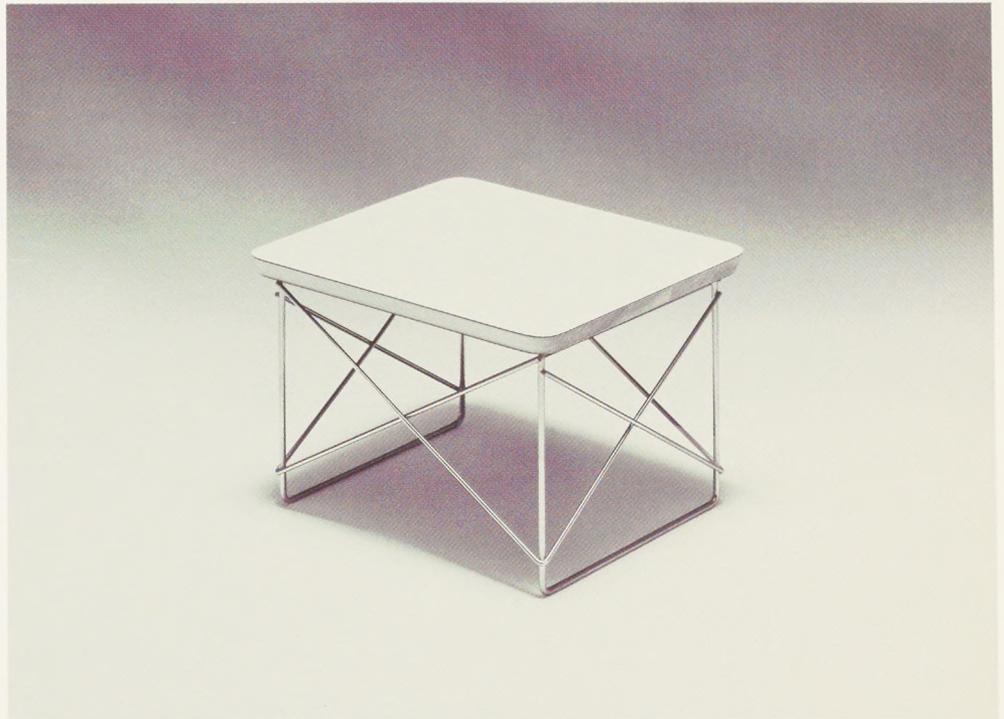


h 10
w 15 $\frac{5}{8}$
d 13 $\frac{3}{8}$

Features:

- White laminate top with beveled 20-degree angle edge exposed to display laminate pattern
- Bright chrome-plated steel wire base

To order, specify product number.



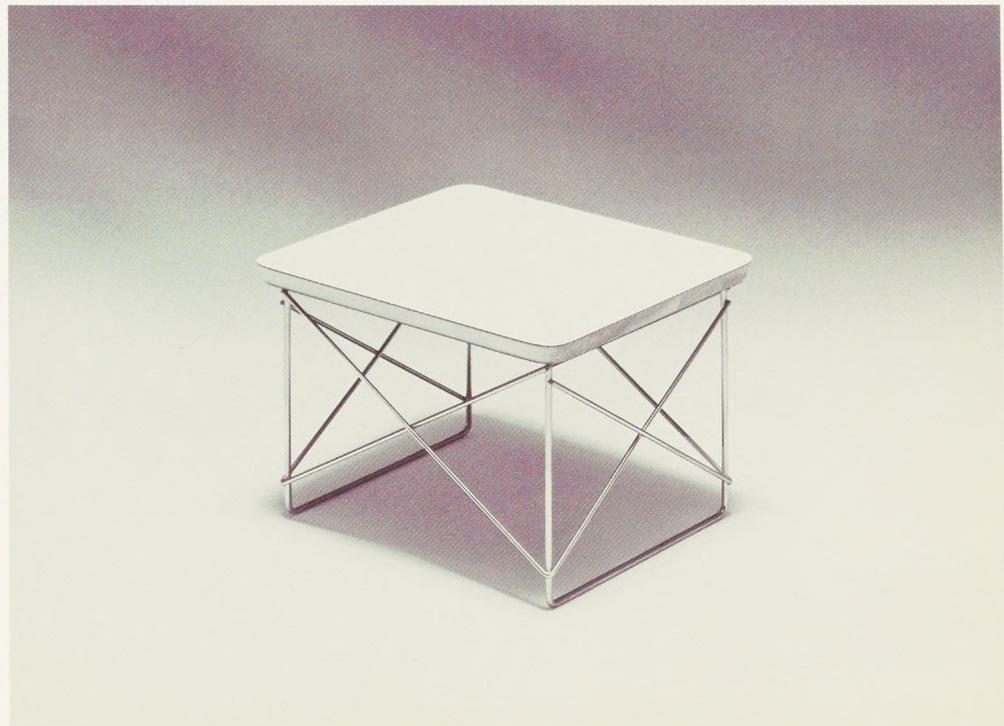
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 herman miller

Occasional Table LTR

Table

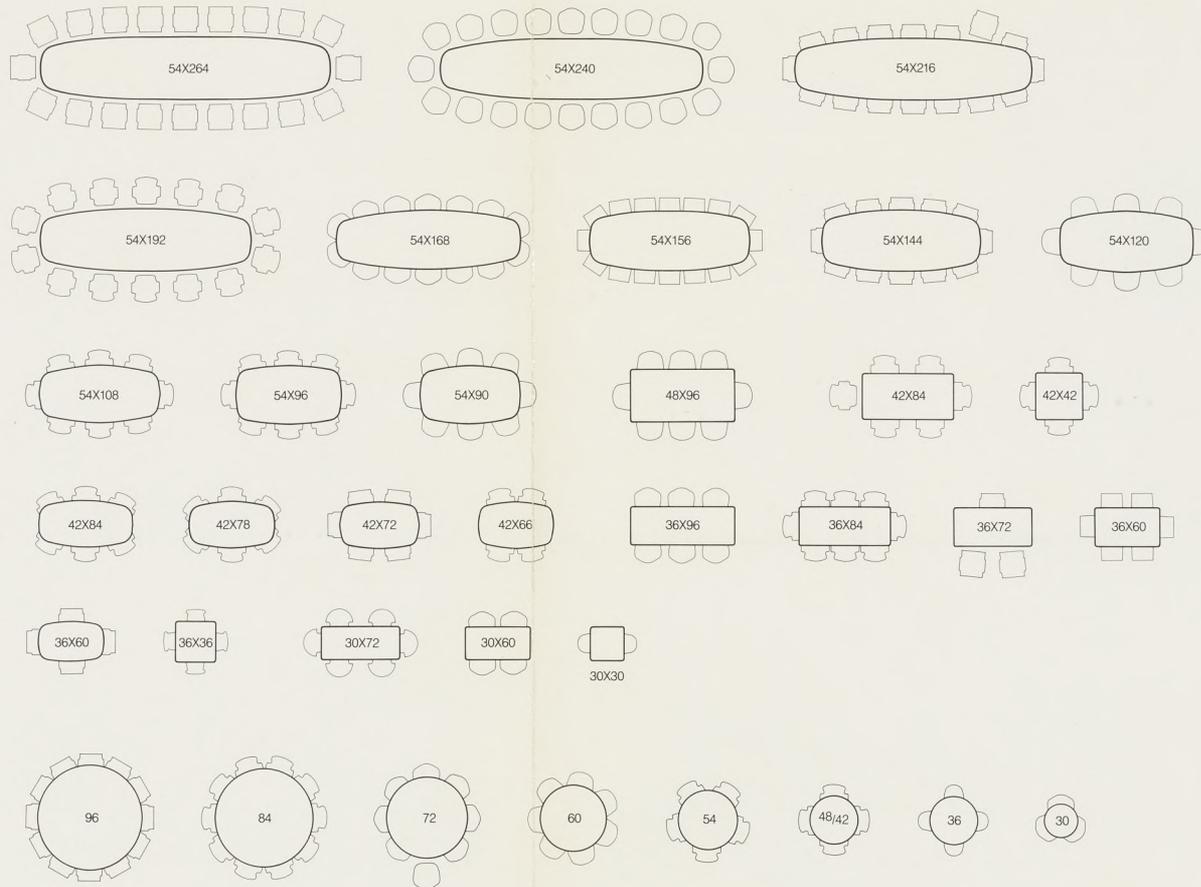
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To reorder, call
(800) 851 1196.





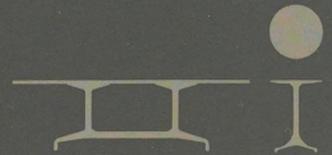
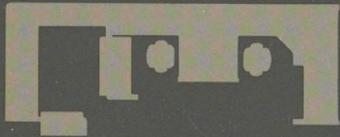
Tables occupancy guide

This visual guide illustrates the maximum number of people you can seat comfortably around Herman Miller tables of various shapes and sizes.





Prices



AO254 FA . . . 29 60

~~AO254 FX LN 29 60~~

AO905 FF . . CH 28 1/2
 16

BG101 \$283.00 \$299.00

BG110 319.00 334.00

BG111 733.00 750.00

ET102 50.00 85.00

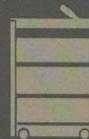
ET302 750.00 858.00

25/8 \$283.00 \$74.00 657
 XX DO 8
 LM

AO254 FA 80 12 34 \$283.00 \$299.00

AO254 FX LN 80 12 34 319.00 334.00

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Prices

Prices

