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INSTALLATION INSTRUCTIONS FOR COMPLETELY FLUSH 4" RECESSED POKE THROUGH FLOOR OUTLETS

1. Core 4.25" hole through concrete floor. (Make sure hole is drilled straight).
2. Remove screws in construction cover (if provided) and remove construction cover. If no construction cover, remove screws from Top Finish Cover. Keep screws. Do NOT remove top flange (part that is directly screwed into the aluminum tube). If construction cover provided, you will replace this cover with the finish cover once all connections have been complete. Remove concrete screws.
3. Insert unit, from above, through hole in floor and secure with concrete screws.
4. Remove screws in Recessed Finish Plate. Keep screws.
5. Slide out divider partition plates (where applicable).
6. Remove the screws that hold the receptacle connector plates in place and remove plate (where applicable). Keep screws.
7. Remove the screws in the communication jack connector plate and remove plate (where applicable). Keep screws.
8. Remove the bottom plate (if required). Keep screws. Pull wiring through holes in bottom plate and pull wiring up through the unit.
9. Insert and connect keystone style communication jacks (where applicable) in connector plate and set plate in place. Secure plate with screws retained from step 7. (If you are installing a systems furniture configuration please see step #8 below).
10. Replace divider plates (where applicable)
11. Connect branch circuit(s) to receptacle wire leads or terminals (including ground).
12. Set the receptacle connector plate back into the unit using the retained screws from step 6 to secure to the connector mounting plate.
13. Reinstall the bottom plate with screws retained from step 8.
14. Replace the Recessed Finish Plate with screws retained from step 4 and the Top Finish Cover using the four screws retained from step 2.
15. Flooring is to finish up to the edge of cover for a flush installation.

If you are installing a systems furniture outlet (MOI SYS COMM) replace step # 8 with the following:

8. Pull communication cables up through bottom plate, through unit and leave long enough to reach work station. Pass cabling through hole in cover plate and fasten the cover plate using four screws.

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