

# TABLE OF CONTENTS

UNIT 1: INTRODUCTION	1
MASTERS SERIES REFERENCE MANUAL FOR CANVAS	
MASTERS SERIES EXTENSION TAB	1
UNIT 2: MASTERS SERIES PRODUCTS AND OPTIONS	4
PRODUCT / OPTION CHART	
Masters Series Desking	4
Masters Series Freestanding Storage Schemes – Masters Series	9
UNIT 3: MASTERS SERIES TIPS AND TRICKS	



## **UNIT 1: INTRODUCTION**

TOPICS	
Masters Series Reference Manual for Canvas	1
CANVAS DISCLAIMER	1
Masters Series Extension Tab	
MAIN SECTIONS OF THE MASTERS SERIES TAB	3

#### **Masters Series Reference Manual for Canvas**

This reference manual shows how to specify Haworth product within Canvas. It contains information that explains the Masters Series products and features within the Canvas program. As you are planning and designing within the Canvas program for Masters Series products, keep in mind this manual must be used in conjunction with the following document:

• Wood Casegoods Specification Guide / Price List

For additional CET Designer / Canvas information, see the following documents:

- Canvas Reference Manual
- CET Designer Reference Guide

#### **Canvas Disclaimer**

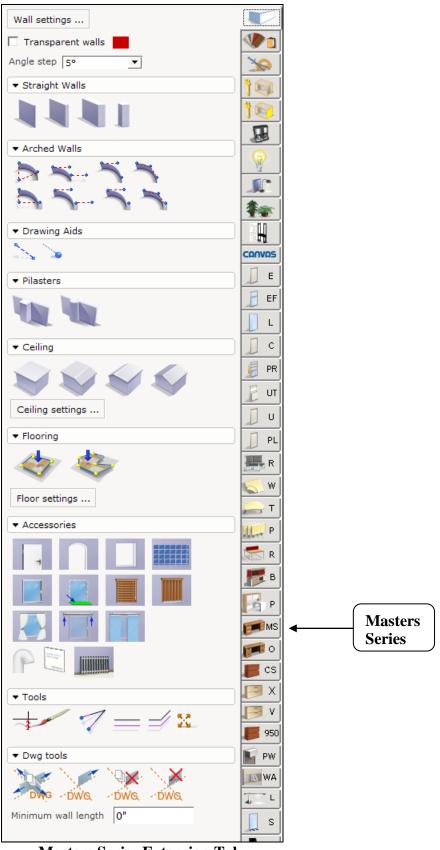
Canvas Software is intended solely as a conceptual specification tool. All SIF files, calculations, Bills of Materials (BOMs), and specifications used within the tool should be verified by the dealership before data entry. Canvas/Haworth shall not be responsible and/or be held accountable for any misuse of the software, content, configurations, validations, or the output resulting from the information submitted. It is the responsibility of the user to completely verify the parts specified, maintain a full understanding of product applications, and understand the product limitations.

#### **Masters Series Extension Tab**

The following page shows a screen shot of where to locate the **Masters Series** extension tab:

UNIT 1: Introduction Last Revised: October 2012





**Masters Series Extension Tab** 



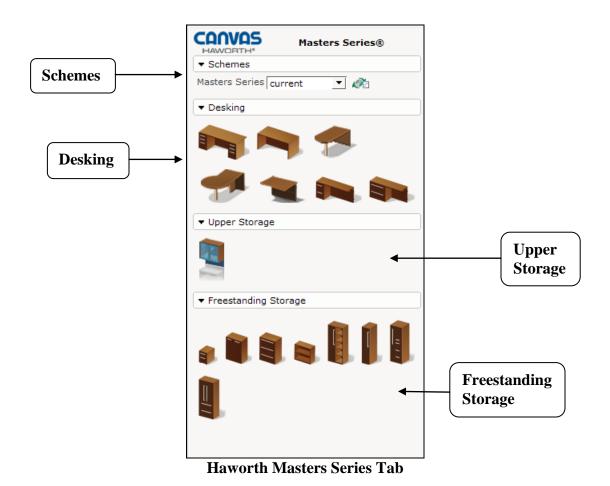
Once you click on the Masters Series tab, you will see a main component tab with products and options for these wood casegoods. This component tab is shown below and provides an overview of what is included for the Masters Series tab. These products provide desking components with wood or Lamena paint finishes. The product line includes desk shells, desks with pedestals, worksurfaces, upper storage, and freestanding storage. The components are offered in a variety of sizes and styles. You can add other products like lighting, work tools, walls, seating, or accessories by using: other component tabs, Project Matrix symbols within Canvas, or import SketchUp<sup>TM</sup> models.

#### **Main Sections of the Masters Series Tab**

Within the Masters Series component tab, the main sections are:

- Schemes: Masters Series
- Desking
- Upper Storage
- Freestanding Storage

This manual will cover Masters Series desking components. The main sections within the **Masters Series** component tab are shown below.



UNIT 1: Introduction Last Revised: October 2012



### **UNIT 2: MASTERS SERIES PRODUCTS AND OPTIONS**

TOPICS	
PRODUCT / OPTION CHART	
SEQUENCE OF PRODUCTS / OPTIONS	4
Masters Series Desking	
Masters Series Upper Storage	8
Masters Series Freestanding Storage	9
Schemes – Masters Series	13

### **Product / Option Chart**

The **Product / Option Chart** is a detailed description of all products and options within the Masters Series component tab. The chart includes columns for the following features:

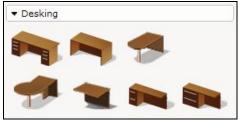
- Canvas Button: On-screen Canvas button for each product or option
- **Product Name:** Haworth product name
- Description / How to Use: Description of the product / How is the product or option used
- Gray Input Box / Green Edit Box: Text boxes showing choices that can be made for each product or option

### **Sequence of Products / Options**

The **Product / Option Chart** follows the sequence of TOPICS listed above.

### **Masters Series Desking**

In the **Masters Series Desking** section, you will find products and options to configure workstations or to connect to other components. There are numerous sizes, applications, options, materials, and finishes to complement the workspace. The **Masters Series Desking** section has pedestal desks, desk shells, peninsulas, bridges, return pedestals, and return lateral files.



**Desking Tab** 



Masters Series - Desking			
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	Pedestal Desk (Wood/ Lamena)	Pedestal desk includes worksurface, case, and one or two pedestals.  From the Gray Input Box, make the following application selections:  • Width  • Depth  • Surface Type  • Top Shape: Bow top only available for certain wood sizes.  • Layout  • Handedness: Select Left or Right side for pedestal layout.  • Modesty Type  Once the product is placed, changes can be made in the Green Edit Box.	Width
	Desk Shell (Wood/ Lamena)	Desk shell includes worksurface and case.  From the Gray Input Box, make the following application selections:  Width  Depth  Surface Type  Top Shape: Bow top only available for certain wood sizes.  Once the product is placed, changes can be made in the Green Edit Box.	Width [



Masters Series - Desking			
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	D-Top Desk (Wood/ Lamena)	D-Top desk includes a worksurface and column leg; some desks include a T-support end panel.  From the Gray Input Box, make the following application selections:  • Width  • Depth  • End Panel: End panel choice affects widths available.  Once the product is placed, you can make changes to the End Panel in the Green Edit Box.	Width       36"   42"   48"   54"   60"   66"   72"   78"           Depth       30"   36"           End Panel       None Full Height   Partial Height           For No End Panel         Width       48"   54"   60"   66"   72"   78"   84"   90"   96"           Depth       30"   36"           End Panel       None Full Height   Partial Height           For Full-Height End Panel         Width       72"   78"   84"   90"   96"           Depth       30"   36"           End Panel       None   Full Height   Partial Height           For Partial-Height End Panel
	P-Top Desk (Wood/ Lamena)	P-Top desk includes a worksurface and column leg; some desks include a T-support end panel.  From the Gray Input Box, make the following application selections:  Width  Depth  End Panel: End panel choice affects widths available.  Handedness: Direction of the radius edge extending away from the user.  Once the product is placed, you can make changes to the End Panel and Handedness in the Green Edit Box.	Width 54" 60" 66" 72"  Depth 30" 36"  End Panel None Full Height Partial Height Handedness Left Right  For No End Panel  Width 354" 60" 66" 72" 78" 84" 90"  Depth 30" 36"  End Panel None Full Height Partial Height Handedness Left Right  For Full-Height End Panel  Width 72" 78" 84" 90"  Depth 30" 36"  End Panel None Full Height Partial Height Handedness Left Right  For Partial-Height End Panel

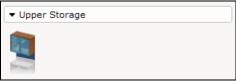


		Masters Series - Desl	king
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	Bridge (Wood/ Lamena)	Bridge includes a worksurface and optional modesty panel and is used to connect desking components.  From the Gray Input Box, make the following application selections:  • Width  • Depth  • Modesty: Check this box to include a modesty panel.  • Grommet: Check this box to include a 2" grommet centered in the back of the worksurface.  Once the product is placed, you can make changes to the Modesty and Grommet in the Green Edit Box.	Width □ 36" 42" 48" 54" 60"  Depth □ 19" 24"  Modesty □ □  Grommet □ □  Modesty ▼  Grommet □
	Return Pedestal (Wood Only)	Return includes a worksurface, file/file pedestal, case, and modesty panel.  From the Gray Input Box, make the following application selections:  Width Handedness: Choose Left or Right based on pedestal placement. Grommet: Check this box to include a 2" grommet located in the opposite corner from the pedestal. Grain Direction: Choose this for the 42"- and 48"-wide returns.  Once the product is placed, you can make changes in the Green Edit Box.	Width 42" 48" 54" 60"  Handedness Left Right  Grain Direction Front-to-back Side-to-side  For 42"- and 48"-Wide Desks  Width 42" 48" 54" 60"  Handedness Left Right  Grommet  For 54"- and 60"-Wide Desks  Handedness Left Right  Grommet Grommet
	Return Lateral File (Wood Only)	Return includes a 60"-wide worksurface, 30"-wide lateral file, case, and modesty panel.	Handedness Left Right Grommet
		From the Gray Input Box, make the following application selections:  • Handedness: Choose Left or Right based on lateral file placement.  • Grommet: Check this box to include a 2" grommet located in the opposite corner from the lateral file.  Once the product is placed, you can make changes in the Green Edit Box.	Handedness Left Right Grommet ✓



### Masters Series Upper Storage

In the **Masters Series Upper Storage** section, you will find an overhead storage unit that provides storage options and visual privacy. There are numerous sizes, applications, options, materials, and finishes to complement the workspace.



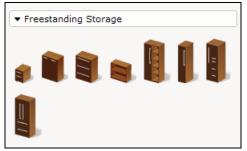
**Upper Storage Tab** 

Ove Str (W	Masters Series – Upper Storage			
Sto (W	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes	
	Overhead Storage (Wood/ Lamena)	Overhead storage unit mounts to a structural wall.  From the Gray Input Box, make the following application selections:  • Height: One- or two-high.  • Width  • Depth  • Layout  • Glass Front: Check this box for glass doors.  • Lock Option: Check this box for locks (hinged doors only).  • Tackboard  • Elevation: Defaults to 52.48"  Once the product is placed, you can make changes in the Green Edit Box.	Height 1H-16.56" 2H-29.13"  Width 30" 36" 42" 48" 54" 60" 66" 72" 78" 84" 90" 96"  Depth 14" 16.5"  Layout Open Hinged Doors Sliding Door  Tackboard 1H-16.56" 2H-29.13"  Width 30" 36" 42" 48" 54" 60" 66" 72" 78" 84" 90" 96"  Depth 14" 16.5"  Layout Open Hinged Doors Sliding Door  Glass Front  Lock Option  Tackboard None Fabric Fabric/Slat  Elevation 52.48"  For Hinged Doors and Sliding Door Layouts  Height 1H-16.56" 2H-29.13"  Layout Open Hinged Doors Sliding Door  Glass Front  Lock Option  Tackboard 1H-16.56" 2H-29.13"  Layout Open Hinged Doors Sliding Door Layouts  Height 1H-16.56" 2H-29.13"  Layout Open Hinged Doors Sliding Door  Glass Front  Tackboard None Fabric Fabric/Slat  Elevation 52.48"	



### Masters Series Freestanding Storage

In the **Masters Series Freestanding Storage** section, you will find products and options that provide storage solutions for various workspaces. There are numerous sizes, options, materials, and finishes to complement the workspace. The **Masters Series Freestanding Storage** section has mobile pedestals, cabinets, lateral files, bookcases, wardrobes, storage towers, and combination units.



**Freestanding Storage Tab** 

Masters Series - Freestanding Storage			
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	Mobile Pedestal (Wood/ Lamena)	This 21 ½"-high, 15 ½"-wide pedestal has a wood case and drawer fronts or a Lamena painted case and drawer fronts. It has a box/file pedestal and four swivel casters.	No Input / Edit Boxes
	Freestanding Cabinet (Wood/ Lamena)	Freestanding cabinet is 51 5/8" high and is available as an open cabinet or a cabinet with doors.  From the Gray Input Box, make the following application selections:  • Width  • Depth  • Layout: Open or with doors.  • Lock Option: Check this box for door locks.  Once the product is placed, you can change the Layout in the Green Edit Box.	Width 30" 36" Depth 19" 24" Layout Open Doors  For Open Cabinet  Width 30" 36" Depth 19" 24" Layout Open Doors Lock Option For Cabinet with Doors  Layout Open Doors



	l	Masters Series - Freestandi	ng Storage
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	Freestanding Lateral File (Wood/ Lamena)	Freestanding lateral file has 3 or 4 lateral file drawers and an optional storage cabinet.  From the Gray Input Box, make the following application selections:  • Height:  • Three: 3 lateral file drawers.  • Four: 4 lateral file drawers.  • Five: 4 lateral file drawers and 1 storage cabinet.  • Six: 4 lateral file drawers and 1 storage cabinet with an adjustable shelf.  • Width • Depth  Once the product is placed, you can change the Height in the Green Edit Box.	Height 1 Three Four Five Six Width 2 30" 36" Depth 2 19" 24"  Height Three Four Five Six
	Bookcase (Wood/ Lamena)	Bookcase is available in five heights.  From the Gray Input Box, make the following application selections:  • Height:   Two: 28" high; 1 adjustable shelf.  Three: 41.63" high; 2 adjustable shelves.  Four: 55.31" high; 1 fixed shelf and 2 adjustable shelves.  Five: 69" high; 1 fixed shelf and 3 adjustable shelves.  Six: 81.63" high; 1 fixed shelf and 4 adjustable shelves.  Width Depth  Once the product is placed, you can change the Height in the Green Edit Box.	Height Two Three Four Five Six  Width 130" 36"  Depth 114" 16.5"  Height Two Three Four Five Six



	Masters Series - Freestanding Storage		
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	Wardrobe with Cabinet	Wardrobe with cabinet is available in two heights and includes open storage with shelves and a wardrobe with a coat rod and door.  From the Gray Input Box, make the following application selections:  • Height:  • Five: 69" high; 3  adjustable shelves and 1  fixed shelf.  • Six: 81.63" high; 4  adjustable shelves and 1  fixed shelf.  • Width  • Depth  • Layout:  • LH Door/Open: Left side has wardrobe with door; right side has open shelves.  • RH Door/Open: Right side has wardrobe with door; left side has open shelves.  • 2 Door: Left side has wardrobe; right side has shelves; two doors.  Once the product is placed, you can change the Height and Layout and	Height 30" 36" Depth 19" 24" Layout LH Door/Open RH Door/Open 2 Door  Height Five Six Layout LH Door/Open RH Door/Open 2 Door Lock Option
	Wardrobe	specify a <b>Lock</b> in the Green Edit Box.  Wardrobe includes a cabinet with a	Height 1 69" 81.63"
		coat rod and door. It is available in two heights.  From the Gray Input Box, make the following application selections:  • Height • Layout:  • Single RH: Door hinges on right side.  • Single LH: Door hinges on left side.  Once the product is placed, you can change the Height and Layout and specify a Lock in the Green Edit Box.	Height 69" 81.63"  Layout Single RH Single LH  Lock Option   Single RH Single LH
		Specify a Lock in the dicerr Luit Box.	



		Masters Series – Freestandi	ng Storage
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	Personal Storage Tower	Storage tower includes two or three file drawers, closed storage cabinet with adjustable shelves, and wardrobe with coat rod and door. It is available in two heights.  From the Gray Input Box, make the following application selections:  • Height:  • Five: 69" high  • Six: 81.63" high  • Layout:  • F/F/F-LH: File/file/file right-hand side.  Wardrobe cabinet left-hand side.  Vardrobe cabinet right-hand side.  • F/F/P-LH: File/file right-hand side. Wardrobe cabinet right-hand side.  • F/F/P-RH: File/file left-hand side.  • F/F/P-RH: File/file left-hand side. Wardrobe cabinet left-hand side.  Once the product is placed, you can change the Height and Layout and specify a Lock in the Green Edit Box.	Height Five Six Layout F/F/F-LH F/F/F-RH F/F/P-LH F/F/P-RH  Height Five Six Layout F/F/F-LH F/F/F-RH F/F/P-LH F/F/P-RH  Lock Option
	Combination Unit	Combination unit includes two lateral file drawers and a closed storage cabinet with adjustable shelves. It is available in two heights.  From the Gray Input Box, make the following application selections:  • Height:  • Five: 69" high  • Six: 81.63" high  • Width  • Depth  Once the product is placed, you can change the Height and specify a Lock in the Green Edit Box.	Height   Five Six  Width   30" 36"  Depth   19" 24"  Height   Five   Six  Lock Option



#### Schemes - Masters Series

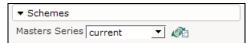
In the **Schemes** section, you can select options, materials, and finishes for application to all or selected Masters Series products within your work space configuration. This saves time and creates consistency. Schemes can be used and saved for:

- Specific clients and used for multiple installations
- Color/finish schemes
- Global changes

For additional information on creating and applying Schemes, see Unit 4a (Canvas, Working with Haworth Furniture) in the *CET Designer Reference Guide*.

There is one Scheme option within Masters Series:

• Masters Series: Use when applying the same materials and colors to multiple Masters Series products or entire work spaces.



**Masters Series – Schemes Tab** 



#### **Masters Series – Schemes Canvas Button Option Description / How to Use Dialog Boxes Name Haworth** Scheme Manager dialog box with Scheme options for Masters Series. 🔽 Scheme Manager Manager for Schemes destination folder Masters In the Scheme Manager dialog box, MyLaptop\CET Documents\Schemes\ Series select the **Properties** for this particular scheme (our example shows a client scheme for ABC Group Masters Series Design). Once you have made your Schemes selections, click **Apply**, and **Save** Default New your scheme. ABC Design Save Another scheme option is to save a \* Rename color/finish scheme. For example, X Remove save a "Graphite" finish scheme. Import Select the graphite finish Properties, name the scheme, and click on Save. Export These same finishes can be used for multiple clients and projects. **Properties** ▼ // ≜ Surface Type Lamena Paint Case SMOKE ... Laminate Top ROBIN NEST, GRADE A/0 ... Edge Trim SMOKE, GRADE A/0 ... Edge Bevel ▼ 7 Inner Drawer Black Miterfold ▼ / Pull Linear 1 Bar Pull Finish ACCENT BLUE ... 🗷 Glass DIFFUSED-LAMINATED GRADE 2 ... 7 Glass Trim SMOOTH - METALLIC CHAMPAGNE ... Tackboard OCEAN Apply to All C Selected Group Tagged TAG1 Floor1 ▼ TAG2 TAG3 Office1 Reconfiguration New ₩ Ok Close Apply



# **UNIT 3: MASTERS SERIES TIPS AND TRICKS**

The following chart covers helpful tips as you navigate through the Canvas program and design with Masters Series.

Product	Tips and Tricks
Desking	
Pedestal Desk (Wood / Lamena)	Separately specified grommets can be field installed on desk worksurface.
<b>Desk Shell</b> (Wood / Lamena)	<ul> <li>Accommodates a mobile pedestal; cannot suspend a pedestal from the desk shell.</li> <li>Separately specified grommets can be field installed on desk worksurface.</li> </ul>
<b>D-Top Desk</b> (Wood / Lamena)	<ul> <li>Column leg is 4" diameter with 3" adjustment range.</li> <li>Designed for use in a U-shaped or L-shaped configuration; not to be used as a standalone desk.</li> <li>Desk with partial height end panel is supported on a one-high modular bench.</li> <li>Separately specified grommets can be field installed on desk worksurface.</li> <li>See One-high Application Rules in Specification Guide.</li> </ul>
P-Top Desk (Wood / Lamena)	<ul> <li>Column leg is 4" diameter with 3" adjustment range.</li> <li>Designed for use in a U-shaped or L-shaped configuration; <i>not</i> for use as a standalone desk.</li> <li>Desk with partial height end panel is supported on a one-high modular bench.</li> <li>Separately specified grommets can be field installed on desk worksurface.</li> <li>See One-high Application Rules in Specification Guide.</li> </ul>
<b>Bridge</b> (Wood / Lamena)	<ul> <li>Designed for use between single pedestal desks, desk shells, and configured credenza units using Masters Series modular components to create a U-shaped configuration.</li> <li>Not for use with a corner shell.</li> </ul>
Return Pedestal (Wood Only)	Connects to a single pedestal desk or desk shell; not for use as a standalone return.
Return Lateral File (Wood Only)	Connects to a single pedestal desk or desk shell; <i>not</i> for use as a standalone return.
Upper Storage	
Overhead Storage Unit	<ul> <li>Must be properly anchored to a structural wall.</li> <li>Anchors are not provided; must be field installed.</li> </ul>



Product	Tips and Tricks
Freestanding Storage	
Mobile Pedestal (Wood / Lamena)	Not designed to fit flush under a 19"-deep worksurface.
Freestanding Cabinet (Wood / Lamena)	<ul> <li>Open cabinet has two adjustable shelves. Cabinet with doors has one adjustable shelf and one fixed shelf.</li> <li>Not designed for applications where back of cabinet is visible.</li> </ul>
Freestanding Lateral File (Wood / Lamena)	Not designed for applications where back of file is visible.
Bookcase (Wood / Lamena)	Not designed for applications where back of bookcase is visible.
Wardrobe with Cabinet	Not designed for applications where back of wardrobe is visible.
Wardrobe	Not designed for applications where back of wardrobe is visible.
Personal Storage Tower	Not designed for applications where back of tower is visible.
Combination Unit	Not designed for applications where back of unit is visible.