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UNIT 1: INTRODUCTION

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PREMISE Reference Manual for Canvas

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

- *PREMISE Specification Guide and Price List*

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

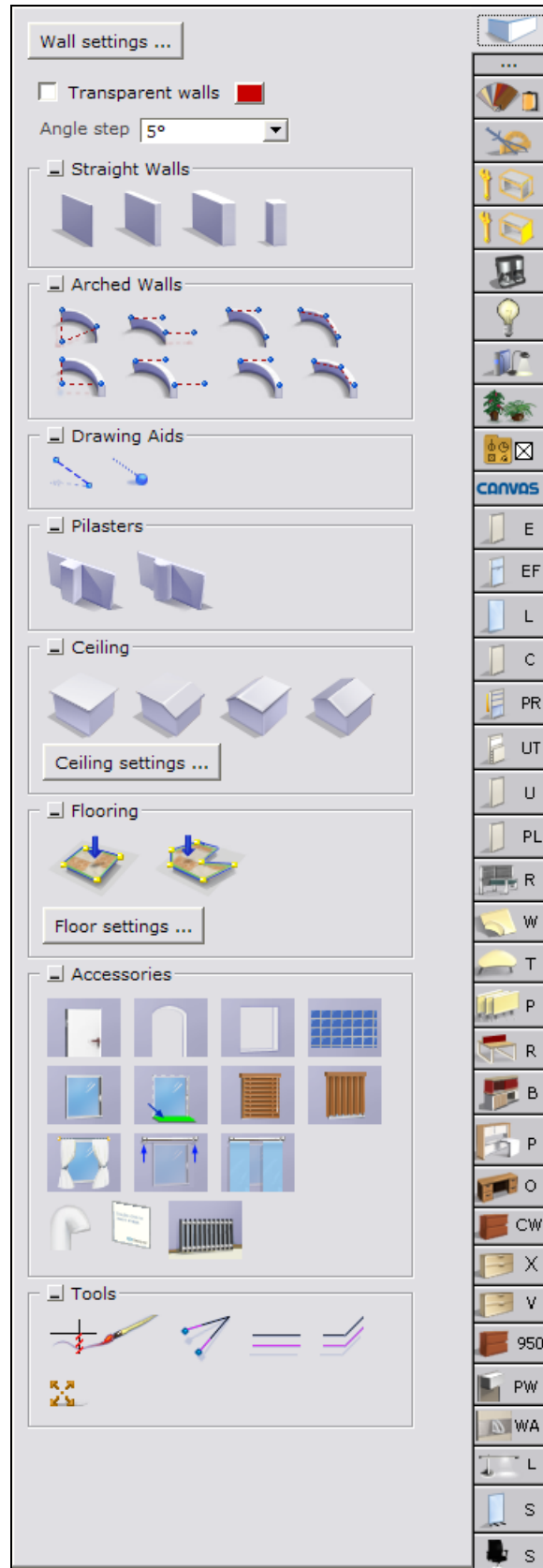
- *Canvas Reference Manual*
- *CET Designer Reference Guide*

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.

PREMISE Extension Tab

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



**Haworth
PREMISE**

PREMISE Extension Tab

Once you click on the PREMISE tab, you will see a main component tab with products and options for the PREMISE product line. This component tab is shown on the following page and provides an overview of what is included for the PREMISE Panel System. These products provide the framework for specifying panel system work spaces. Once the framework is in place, you can add work surfaces, hanging components, lighting, storage, and accessories by using: other component tabs, Project Matrix symbols within Canvas, or import SketchUp™ models.

Main Sections of the PREMISE Tab

Within the PREMISE component tab, the main sections are:

- **Schemes**
- **Panels**
- **Off-Modular**
- **Visual Privacy Elements**
- **PREMISE Panel Complements**
- **Top Cap**
- **Pad Kits / Cover Material**
- **Preconfigured Wood Pads**
- **Panel Type Tools**
- **Door Material**
- **Electrical**

The following page shows the main sections within the **PREMISE** component tab.

The image shows the Canvas Haworth PREMISE software interface with several callout boxes pointing to specific features:

- Schemes:** Points to the 'Schemes' section at the top, which includes dropdown menus for 'Panels' (set to 'current') and 'Pad kits' (set to 'current').
- Panels:** Points to the 'Panels' section, which displays various door and panel icons, some with red 'X' marks indicating they are not available or selected.
- Off-Modular:** Points to the 'Off-Modular' section, which shows a single door icon with a red 'X'.
- Visual Privacy Elements:** Points to the 'Visual Privacy Elements' section, which shows three different privacy screen icons, one with a red 'X'.
- PREMISE Panel Complements:** Points to the 'Premise Panel Complements' section, which shows two different complement icons, one with a red 'X'.
- Top Cap:** Points to the 'Top Cap' section, which has dropdown menus for 'Wood', 'Painted', and 'Grooved', all currently set to 'UNDECIDED CO ...'.
- Pad Kits / Cover Material:** Points to the 'Pad Kits/Cover Material' section, which has dropdown menus for 'Fabric', 'Wood', 'Glass', 'Painted', 'Slat', 'Perforated', 'Markerboard', and 'Translucent', with 'Markerboard' set to 'WHITE'.
- Preconfigured Wood Pads:** Points to the 'Preconfig Wood Pads' section, which has a dropdown menu for 'Wood' set to 'UNDECIDED CO ...'.
- Panel Type Tools:** Points to the 'Panel Type Tools' section on the right, which shows icons for different panel types and a 'x2' icon.
- Door Material:** Points to the 'Door Material' section on the right, which has dropdown menus for 'Laminate' and 'Wood', both set to 'UNDECIDED CO ...'.
- Electrical:** Points to the 'Electrical' section on the right, which includes a 'Type' dropdown set to 'Standard (Pre-Wired)' and several icons representing different electrical configurations.

Haworth PREMISE Tab

UNIT 2: PREMISE PRODUCTS AND OPTIONS

TOPICS

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Product / Option Chart

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

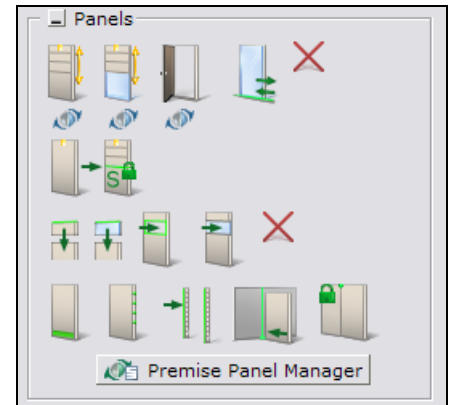
- **Canvas Button:** On-screen Canvas button for each product or option
- **Product Name:** Haworth product name
- **Description / How to Use:** Description of the product / How is the product or option used
- **Gray Input Box / Green Edit Box:** Text boxes showing choices that can be made for each product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

Sequence of Products / Options

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



Panels

In the **Panels** sections, you will find products and options to plan the layout of your work spaces. A combination of panels and stack kits divide space and establish varying levels of privacy. They also provide a variety of function and aesthetic options. The **Panels** section includes base panels, stack frames, doors, sliding doors, connectors, raceway applications, and products to connect panels to structural walls.


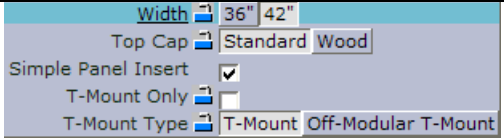
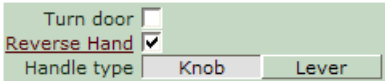

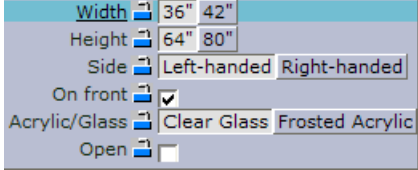
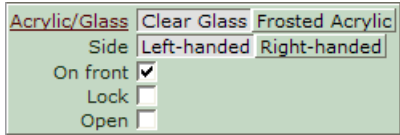





Panels Tab







PREMISE - Panels

Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	<p>Monolithic Base Panel</p>	<p>Base panel; defaults to an undecided Grade A fabric tile.</p> <p>Place panel in drawing area. Attach to other panels or to a structural wall. To attach to a structural wall, see Wall Mount product on following pages.</p> <p>For Grooved Top Cap, make additional selection of Type:</p> <ul style="list-style-type: none"> • Per Panel: Grooved top cap only on selected panels. • Continuous: Grooved top cap spanning a run of panels. 	<p>Width <input type="text"/> 18" 24" 30" 36" 42" 48" 60"</p> <p>Base Height <input type="text"/> 32" 42" 48" 53" 64" 80"</p> <p>Top Cap <input type="text"/> Standard Grooved Wood</p> <p>Open Base <input checked="" type="checkbox"/></p> <p>Simple Panel Insert <input checked="" type="checkbox"/></p> <p>T-Mount Only <input type="checkbox"/></p> <p>T-Mount Type <input type="text"/> T-Mount Off-Modular T-Mount</p> <p><i>For Standard or Wood Top Cap</i></p> <hr/> <p>Width <input type="text"/> 18" 24" 30" 36" 42" 48" 60"</p> <p>Base Height <input type="text"/> 32" 42" 48" 53" 64" 80"</p> <p>Top Cap <input type="text"/> Standard Grooved Wood</p> <p>Type <input type="text"/> Per Panel Continuous</p> <p>Open Base <input checked="" type="checkbox"/></p> <p>Simple Panel Insert <input checked="" type="checkbox"/></p> <p>T-Mount Only <input type="checkbox"/></p> <p>T-Mount Type <input type="text"/> T-Mount Off-Modular T-Mount</p> <p><i>For Grooved Top Cap</i></p> <p><input type="text"/> Open Base <input checked="" type="checkbox"/></p>
	<p>Glass Base Panel</p>	<p>24"-wide base panel with double-pane glass.</p> <p>Place glass panel in drawing area. Attach to other panels or to a structural wall. To attach to a structural wall, see Wall Mount product on following pages.</p>	<p>Base Height <input type="text"/> 64" 80"</p> <p>Top Cap <input type="text"/> Standard Wood</p> <p>Open Base <input checked="" type="checkbox"/></p> <p>Simple Panel Insert <input checked="" type="checkbox"/></p> <p>T-Mount Only <input type="checkbox"/></p> <p>T-Mount Type <input type="text"/> T-Mount Off-Modular T-Mount</p> <p><input type="text"/> Open Base <input checked="" type="checkbox"/></p>


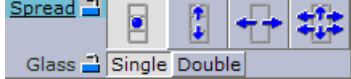


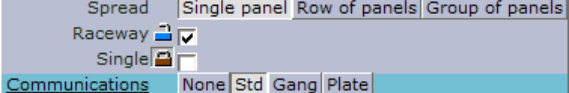


PREMISE - Panels

Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	<p>Door Frame</p>	<p>80"-high door frame assembly with laminate or veneer door.</p> <p>Place door in drawing area and attach to a panel.</p> <p>In the Green Edit Box, check Reverse Hand if you want the door to swing open to the right.</p>	 
	<p>PREMISE Sliding Door</p>	<p>Sliding door with frosted acrylic or clear glass.</p> <p>Place sliding door in drawing area and attach to a panel that is equal to or taller than the height of the sliding door.</p> <p>For Side option, specify direction when facing the outside of the workstation:</p> <ul style="list-style-type: none"> • Left-handed: Door slides open to the left. • Right-handed: Door slides open to the right. 	 
	<p>Remove Frames</p>	<p>Canvas function to remove panel components (any component within the Panels tab).</p> <p>Click on the "X" icon and move to the drawing area. Click on the panel component(s) you want to remove.</p>	<p>No Input/Edit Boxes</p>
	<p>Change to Monolithic Base Panel</p>	<p>Canvas function to quickly change panel types.</p> <p>Click on the change icon below the monolithic base panel. In the drawing area, click on the glass panel that you want to change; Canvas changes it to a monolithic base panel.</p>	<p>No Input/Edit Boxes</p>
	<p>Change to Glass Panel</p>	<p>Canvas function to quickly change panel types.</p> <p>Click on the change icon below the glass panel. In the drawing area, click on the 64"- or 80"-high monolithic panel that you want to change; Canvas changes it to a glass panel.</p>	<p>No Input/Edit Boxes</p>


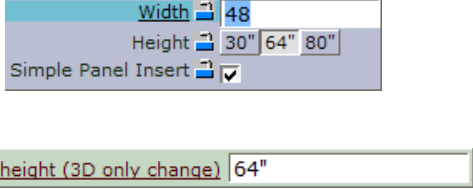

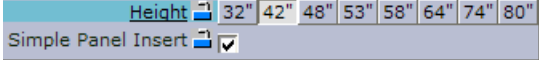

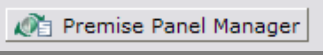
PREMISE - Panels

Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	Change to Door Panel	<p>Canvas function to quickly change from a panel to a door.</p> <p>Click on the change icon below the door panel. In the drawing area, click on the 80"-high monolithic base panel that you want to change; Canvas changes it to a single door.</p>	No Input / Edit Boxes
	Change to Super Base Panel	<p>Canvas function to quickly change panel types.</p> <p>Click on the change icon below the Super Base panel. In the drawing area, click on the 32"-high monolithic base panel that you want to change; Canvas changes it to a Super Base panel.</p>	No Input/Edit Boxes
	Floor-to-Ceiling – Solid	<p>24"-high floor-to-ceiling (FTC) pad sets install on top of monolithic panels or panel configurations with 16"-high stack kits. FTCs create a fully enclosed office or conference space up to a 10' ceiling height.</p> <p>Place FTC pad sets on top of panels. Top track attaches to the ceiling. Pad sets can be field cut to fit each application.</p>	No Input/Edit Boxes
	Floor-to-Ceiling – Open Frame (for Glazing)	<p>24"-high floor-to-ceiling (FTC) open frame installs on top of monolithic panels or panel configurations with 16"-high stack kits. FTC open frames require customer supplied, double-paned glass insert.</p> <p>Place FTC open frame on top of panels. Top track attaches to the ceiling. Open frames can be field cut to fit each application.</p>	No Input/Edit Boxes
	Open Stack Frame	<p>10"- or 16"-high open stack frame replaces an existing pad set on a panel.</p> <p>Replace an existing pad set with the open stack frame. Choose Spread option.</p>	

PREMISE - Panels

Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	<p>Glass Stack Frame</p>	<p>10"- or 16"-high glass stack kit replaces an existing pad set on a panel.</p> <p>Replace an existing pad set with the glass stack frame. Choose Spread option.</p>	
	<p>Remove Stacks</p>	<p>Canvas function to remove stack frames (within the Panels tab).</p> <p>Click on the "X" icon and move to the drawing area. Click on the stack frame(s) you want to remove.</p>	<p>No Input/Edit Boxes</p>
	<p>Change Raceway Type</p>	<p>Changes the base raceway covers on panels. Can be used to convert nonpowered panels to powered panels.</p> <p>Place raceway cover at base of panel. Cannot be used on glass panels.</p> <p>Specify:</p> <ul style="list-style-type: none"> • Spread • Raceway: If this is <i>unchecked</i>, the base becomes an open base (no raceway cover). • Single: <i>Check</i> for single-sided; otherwise, it will be double-sided. • Communications: <ul style="list-style-type: none"> ○ None: Without power or communication access. ○ Standard: Includes power access. ○ Gang: Single gang communication access. ○ Plate: Modular furniture 	 <p>No Green Edit Box</p>
	<p>Change Connectors / Covers Type</p>	<p>Change the connector type in your drawing. Blue arrows will appear when you are near the Connector Type that matches the selection in the Blue Input Box; green arrows will appear when the connector/cover type can be changed.</p> <p>Specify:</p> <ul style="list-style-type: none"> • Group • Connector Type 	

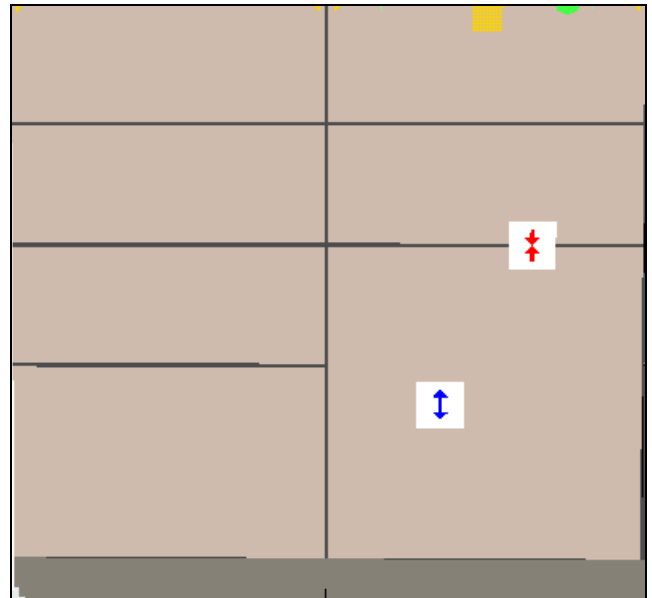
PREMISE - Panels

Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	<p>Wall Tracks</p>	<p>Wall tracks attach to a structural wall or can be placed in space.</p> <p>Attach wall tracks to a structural wall or in space. Wall tracks must be applied to the drawing first. Then, attach hanging components (worksurfaces, shelves, overhead storage units, and work tools).</p>	
	<p>PREMISE Wall Mount</p>	<p>Hardware connects a monolithic or glass panel to a structural wall.</p> <p>Attach wall mount to a structural wall. Wall mount must be applied to the drawing first. Then, attach the panels.</p>	 <p style="text-align: center;">No Green Edit Box</p>
	<p>Lock PREMISE Junctions</p>	<p>Canvas function to lock panel-run width.</p> <p>Click on the Lock PREMISE Junctions button. In the drawing area, click on the two panels that represent your panel run. Canvas locks in the overall width of your selected panel run. You can change the widths of individual panels within the locked area without changing the overall width. This allows you to price out different sized panels.</p> <p>Toggle lock intersections in and out:</p> <ul style="list-style-type: none"> • Blue = panel width locked • Red = panel width not locked 	<p style="text-align: center;">No Input / Edit Boxes</p>
	<p>PREMISE Panel Manager</p>	<p style="text-align: center;">ON HOLD – BETA BUTTON</p>	

Adding Segmentation

This is a Canvas function that allows you to divide your panel into multiple sections. When panels are placed in the drawing area, you can add segmentation as follows:

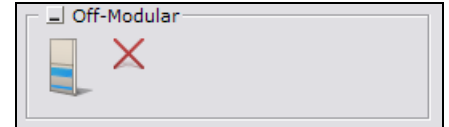
1. Click on the panel you want to segment.
2. Blue double arrows appear to show where you can add segmentation.
3. If you click on the blue arrow, the panel divides in half. Blue arrows will continue to show on the panel as long as the panel can be further segmented.
4. After segmenting the panel, you can take away the segmentation by clicking on the red double arrows.




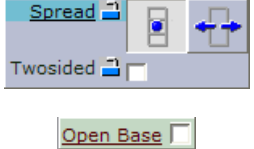

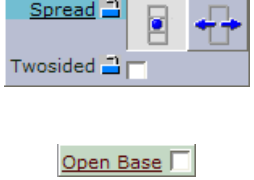
To add segments: Click on blue arrows.
To delete segments: Click on red arrows.

Off-Modular

In the **Off-Modular** section, you will find off-modular single pads to be used on Super Base panels. The off-modular pads consist of a 7"-high top rail, a 2"-high bottom rail, and a 16"-high center portion that can be the following surface materials: painted, fabric, perforated, wood, or translucent.

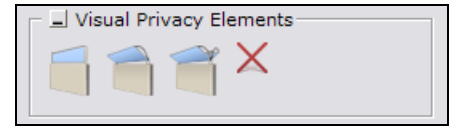


Off-Modular Tab





PREMISE – Off-Modular			
Canvas Button	Option Name	Description / How to Use	Gray Input Boxes
	Off-Modular Insert	Apply off-modular insert to a Super Base panel. Canvas automatically matches the width of the panel.	
	Remove Off-Modular	Canvas function to remove off-modular insert(s). Click on the "X" icon and move to the drawing area. Click on the off-modular insert(s) you want to remove.	

Visual Privacy Elements

In the **Visual Privacy Elements** section, you will find toppers and canopies that provide visual privacy and add color to a workspace. These products mount on top of panels in the grooved top cap.

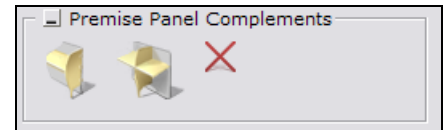


Visual Privacy Elements Tab


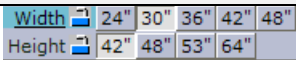

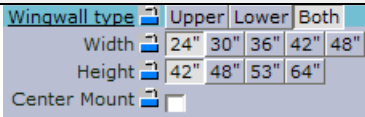

PREMISE – Visual Privacy Elements			
Canvas Button	Option Name	Description / How to Use	Gray Input Boxes
	Topper Kit	16"-high topper kit includes a frame and a fabric or translucent insert. Mount topper on center channel of grooved top cap. Not recommended for attachment directly to Super Base panels; use monolithic panels instead.	<div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>Width <input type="text" value="24"/> <input type="text" value="30"/> <input type="text" value="36"/> <input type="text" value="42"/> <input type="text" value="48"/> <input type="text" value="54"/> <input type="text" value="60"/></p> <p>Shared <input type="checkbox"/></p> <p>Material <input type="text" value="Fabric"/> <input type="text" value="Translucent"/></p> </div> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>Material <input type="text" value="Fabric"/> <input type="text" value="Translucent"/></p> </div>
	Canopy, Single	23"-high canopy includes a frame and a fabric scrim insert. Mount canopy on center channel of grooved top cap.	<div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>Width <input type="text" value="36"/> <input type="text" value="42"/> <input type="text" value="48"/></p> </div>
	Canopy, Double	23"-high canopy includes double-sided frames and fabric scrim inserts. Mount double canopy on center channel of grooved top cap.	<div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>Width <input type="text" value="36"/> <input type="text" value="42"/> <input type="text" value="48"/></p> </div>
	Removes any Visual Privacy Elements	Canvas function to remove visual privacy elements. Click on the "X" icon and move to the drawing area. Click on the toppers or canopies you want to remove.	

PREMISE Panel Complements

In the **Panel Complements** section, you will find products that provide support to worksurfaces and divide space in a workstation. These wing wall components accommodate various workstation configurations.



PREMISE Panel Complements Tab

PREMISE – Panel Complements			
Canvas Button	Option Name	Description / How to Use	Gray Input Boxes
	Wing Wall End	<p>Laminate wing wall attaches to a PREMISE panel and provides support to a worksurface.</p> <p>Place wing wall in drawing and attach to a panel of equal or greater height. Once the wing wall is placed in the drawing, it shows up as a solid red component.</p>	
	Wing Wall – NSW	<p>Laminate wing wall attaches to a PREMISE panel and provides support to a worksurface or worksurfaces. It can be used at the end of a worksurface or in between two surfaces, and it can be used above and/or below the worksurface.</p> <p>Place wing wall in drawing and attach to a panel of equal or greater height. Once the wing wall is placed in the drawing, it shows up as a solid red component.</p>	
	Remove Wing Wall	<p>Canvas function to remove wing wall(s) from drawing.</p> <p>Click on the "X" icon and move to the drawing area. Click on the wing wall(s) you want to remove.</p>	

Schemes

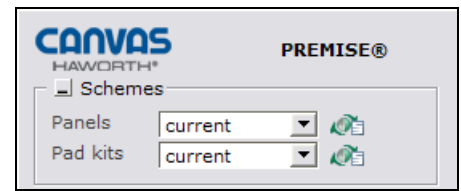
In the **Schemes** section, you can select options, materials, and finishes for application to all or selected Panels and Pad Kits within your PREMISE work space configuration. This saves time and creates consistency. Schemes can be used and saved for:

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

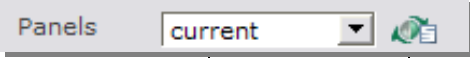
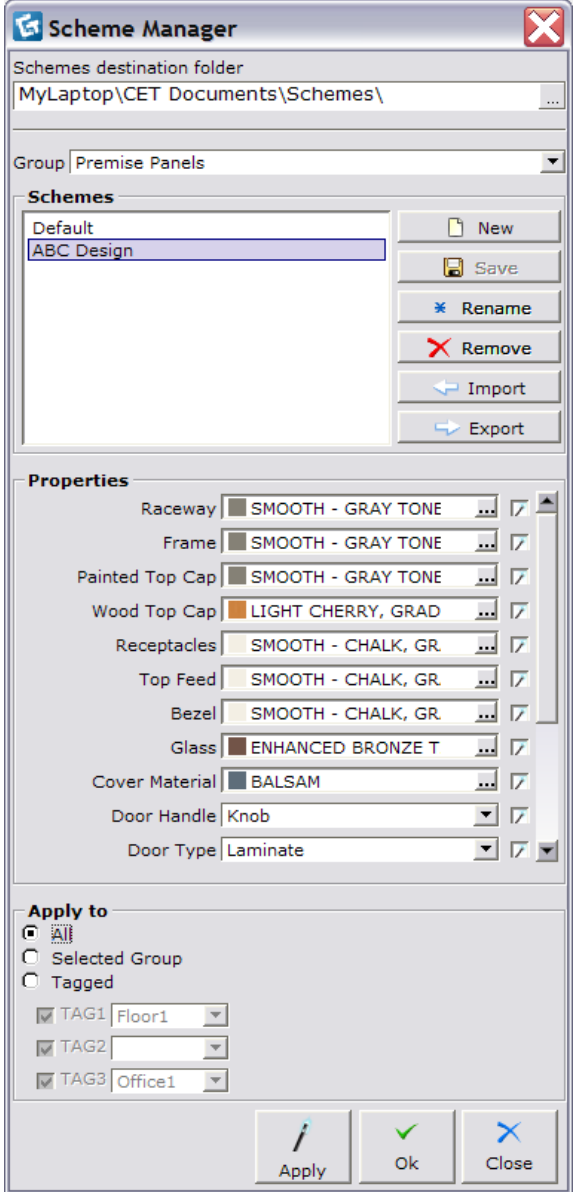
For additional information on creating and applying Schemes, see Unit 4a (Canvas, Working with Haworth Furniture) in the *CET Designer Reference Guide*.

There are two Scheme options within PREMISE:

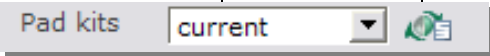

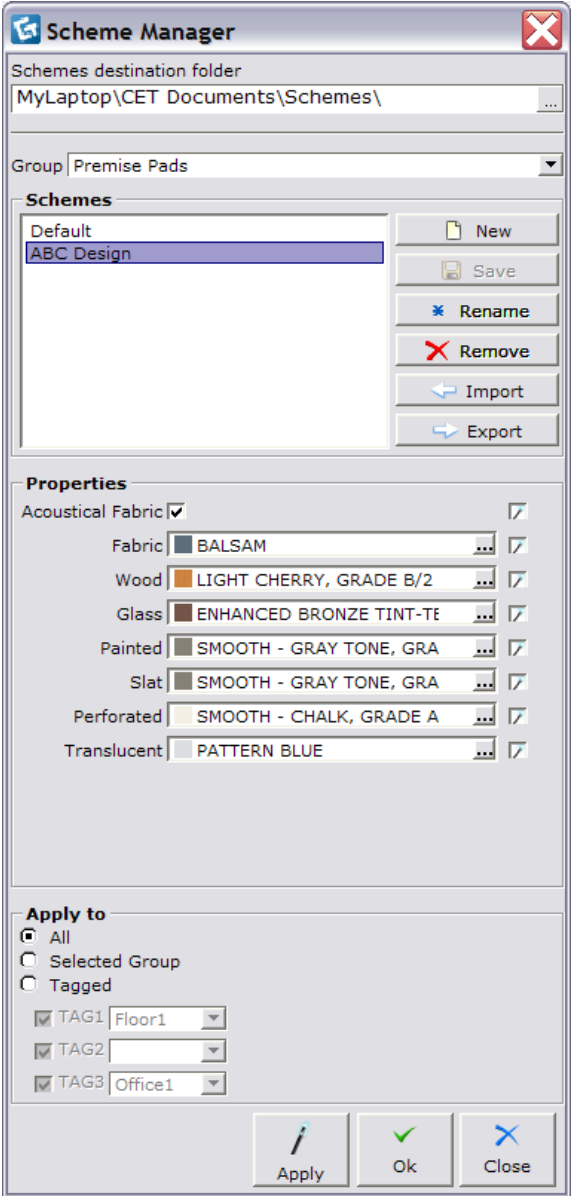
- **Panels:** Use when applying the same options, trim, electrical, materials, and finishes to multiple panels or entire work spaces.
- **Pad Kits:** Use when applying the same materials and colors to multiple pad kits or entire work spaces.



Schemes Tab

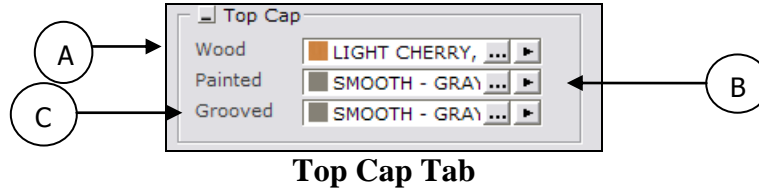
PREMISE – Schemes			
Canvas Button	Option Name	Description / How to Use	Dialog Boxes
	<p>Haworth Scheme Manager for Panels</p>	<p>Scheme Manager dialog box with many options for panels.</p> <p>In the Scheme Manager dialog box, select the Properties for this particular scheme (our example shows a client scheme for ABC Design). Once you have made your selections, click Apply, and Save your scheme.</p> <p>Another scheme option is to save a color/finish scheme. For example, save a "Graphite" finish scheme. Select the graphite finish Properties, name the scheme, and click on Save. These same finishes can be used for multiple clients and projects.</p>	

PREMISE – Schemes

Canvas Button	Option Name	Description / How to Use	Dialog Boxes
 <p>Pad kits current </p>	<p>Haworth Scheme Manager for Pad Kits</p>	<p>Scheme Manager dialog box with many options for pad kits.</p> <p>In the Scheme Manager dialog box, select the Properties for this particular scheme (our example shows ABC Design). Once you have made your selections, click Apply, and Save your scheme.</p>	 <p>The screenshot shows the Scheme Manager dialog box. It includes a 'Schemes destination folder' field with the path 'MyLaptop\CET Documents\Schemes\'. Below this is a 'Group' dropdown menu set to 'Premise Pads'. A list of schemes is shown, with 'ABC Design' selected. To the right of the list are buttons for 'New', 'Save', 'Rename', 'Remove', 'Import', and 'Export'. The 'Properties' section contains several material selection options: Acoustical Fabric (checked), Fabric (BALSAM), Wood (LIGHT CHERRY, GRADE B/2), Glass (ENHANCED BRONZE TINT-TE), Painted (SMOOTH - GRAY TONE, GRA), Slat (SMOOTH - GRAY TONE, GRA), Perforated (SMOOTH - CHALK, GRADE A), and Translucent (PATTERN BLUE). The 'Apply to' section has radio buttons for 'All', 'Selected Group', and 'Tagged', with 'All' selected. Below are three checked tags: TAG1 (Floor1), TAG2, and TAG3 (Office1). At the bottom are 'Apply', 'Ok', and 'Close' buttons.</p>

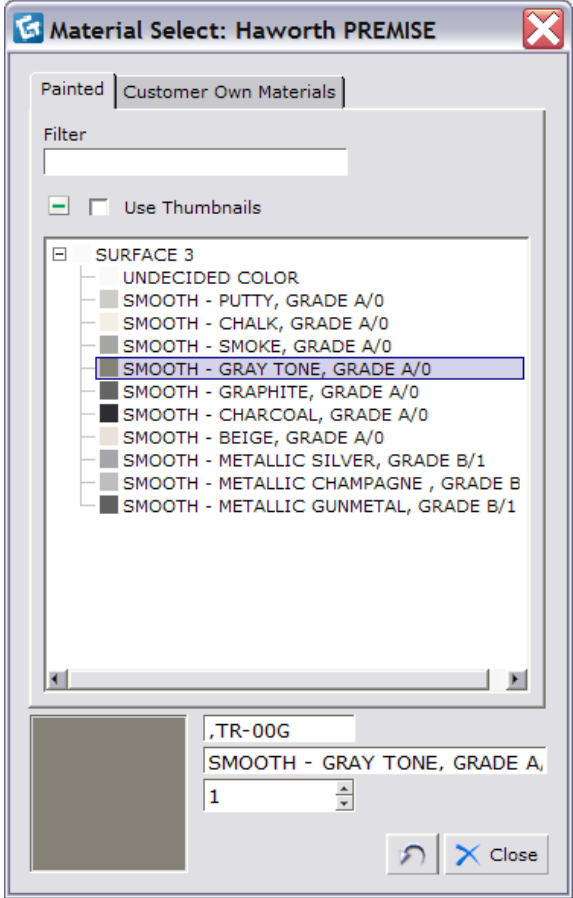
Top Cap

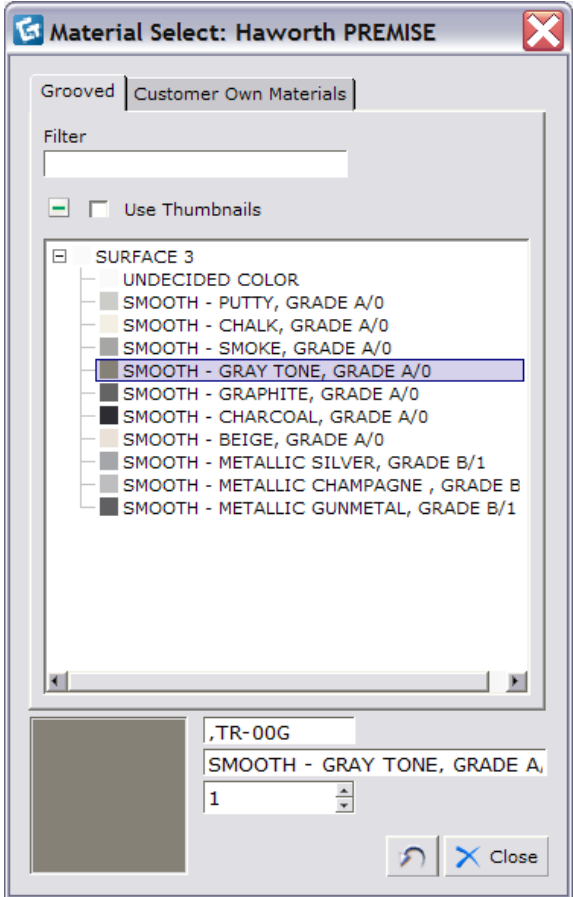
In the **Top Cap** section, there are three material options that are primarily used for top cap accent colors within your drawing. These three material options are shown below.



Top Cap Tab

PREMISE – Top Cap			
Canvas Button	Option Name	Description / How to Use	Gray Input Boxes
A	Wood	<p>Canvas function to apply wood finishes to PREMISE top caps.</p> <p>A Gray Input Box appears with Spread options:</p> <ul style="list-style-type: none"> • Single panel • Row of panels: all panels in the same row • Group of panels: group of connected panels <p>Click on the ellipsis (...) to get a list of wood materials and colors. Select a color and apply it to top caps in the drawing area.</p>	<p>Spread Single panel Row of panels Group of panels</p> <p>The screenshot shows the 'Material Select: Haworth PREMISE' dialog box. It has tabs for 'Wood' and 'Customer Own Materials'. A 'Filter' box is present. There is a checkbox for 'Use Thumbnails'. A list of materials is shown, with 'LIGHT CHERRY, GRADE B/2' selected. Below the list, there is a color swatch, an input box containing ',VC-W06', another input box containing 'LIGHT CHERRY, GRADE B/2', and a dropdown menu showing '1'. A 'Close' button is at the bottom right.</p>

PREMISE – Top Cap			
Canvas Button	Option Name	Description / How to Use	Gray Input Boxes
B	Painted	<p>Canvas function to apply painted finishes to PREMISE top caps.</p> <p>A Gray Input Box appears with Spread options:</p> <ul style="list-style-type: none"> • Single panel • Row of panels: all panels in the same row • Group of panels: group of connected panels <p>Click on the ellipsis (...) to get a list of paint colors. Select a color and apply it to top caps in the drawing area.</p>	<p>Spread Single panel Row of panels Group of panels</p> 

PREMISE – Top Cap			
Canvas Button	Option Name	Description / How to Use	Gray Input Boxes
C	Grooved	<p>Canvas function to apply painted finishes to PREMISE grooved top caps.</p> <p>A Gray Input Box appears with:</p> <p>Spread options:</p> <ul style="list-style-type: none"> • Single panel • Row of panels: all panels in the same row • Group of panels: group of connected panels <p>State options:</p> <ul style="list-style-type: none"> • Per panel: Applies a painted grooved top cap to each panel selected (according to Spread choice). • Continuous: Spans the grooved top cap across as many panels as possible (according to Spread choice). <p>Click on the ellipsis (...) to get a list of paint colors. Select a color and apply it to grooved top caps in the drawing area.</p>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> Spread Single panel Row of panels Group of panels State Per Panel Continuous </div> 

Pad Kits / Cover Material

In the **Pad Kits / Cover Material** section, there are eight material options that are primarily used for accent colors on PREMISE pad kits and cover materials. The pad kits are the materials used on the panel pads; the cover materials are for the connector covers that go on the intersection connectors. These material options are shown below.

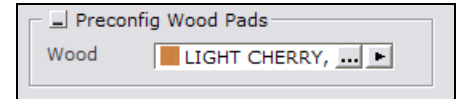


PREMISE – Pad Kits / Cover Material

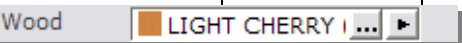
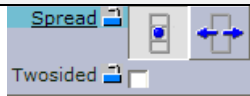
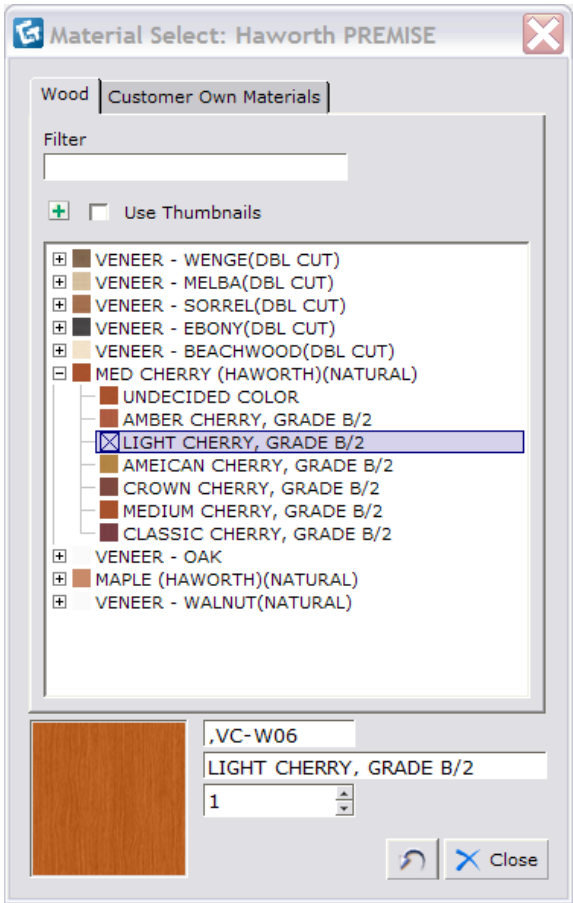
Canvas Button	Option Name	Description / How to Use	Dialog Box
A	Fabric	Canvas functions to select various materials and apply them to PREMISE pad kits and connector covers.	
B	Wood	The Gray Input Box gives you choices for:	
C	Glass	<ul style="list-style-type: none"> Spread: Options that allow you to change materials and finishes for multiple attached components. 	
D	Painted	<ul style="list-style-type: none"> Double Sided Access Pad Crossbar Type Acoustical 	
E	Slat		
F	Perforated	Click on the ellipsis (...) to get a list of materials and colors. Use this to select or change the material and colors to be applied. The Material Select box lists choices for the type of material you have selected.	
G	Markerboard		
H	Translucent	Once a material and color are selected, click on the black arrow (▶) to pick up this material and apply it to surfaces in your drawing.	

Preconfigured Wood Pads

This Canvas function allows the specifier to match the grain for all wood pads selected. The pad material is cut from the same piece of wood so the vertical wood grain and color is matched between pads. Panels must first be segmented into a preconfigured arrangement; then these pads are selected and the wood is applied to have matching grain patterns. See the PREMISE Price List for a list of preconfigured pad set arrangements.

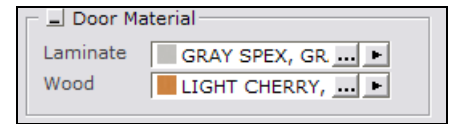


Preconfigured Wood Pads Tab

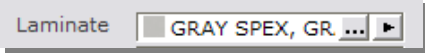
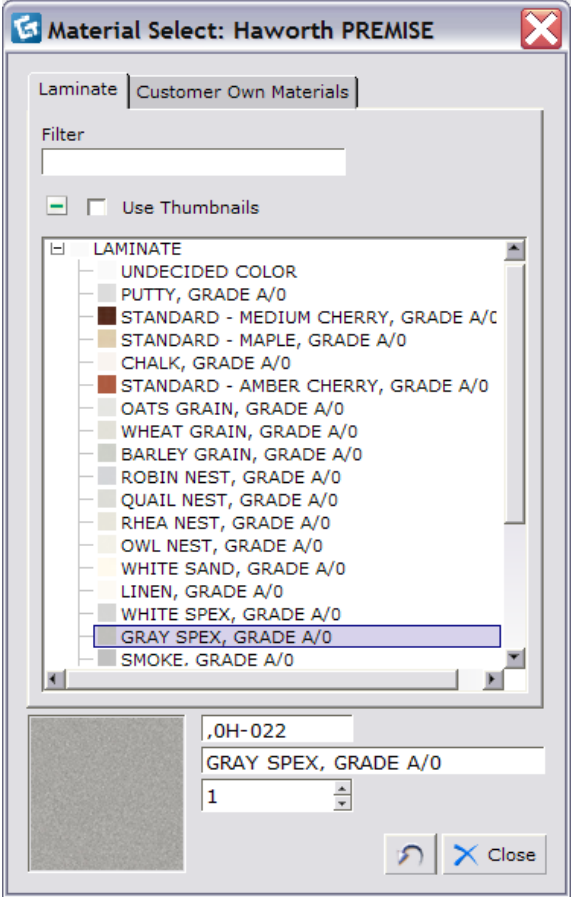
PREMISE – Preconfigured Wood Pads			
Canvas Button	Option Name	Description / How to Use	Gray Input Boxes
	Wood	<p>Canvas function to select matching wood-grain materials. Applies the same material to all pad kit segments on a panel frame, and matches the grain patterns. Panels must first be segmented into a preconfigured arrangement.</p> <p>Click on the black arrow to choose the Spread and Two Sided options.</p> <p>Click on the ellipsis (...) to get a list of wood materials and colors. Select a color and apply it to panel pads in the drawing area.</p>	 

Door Material


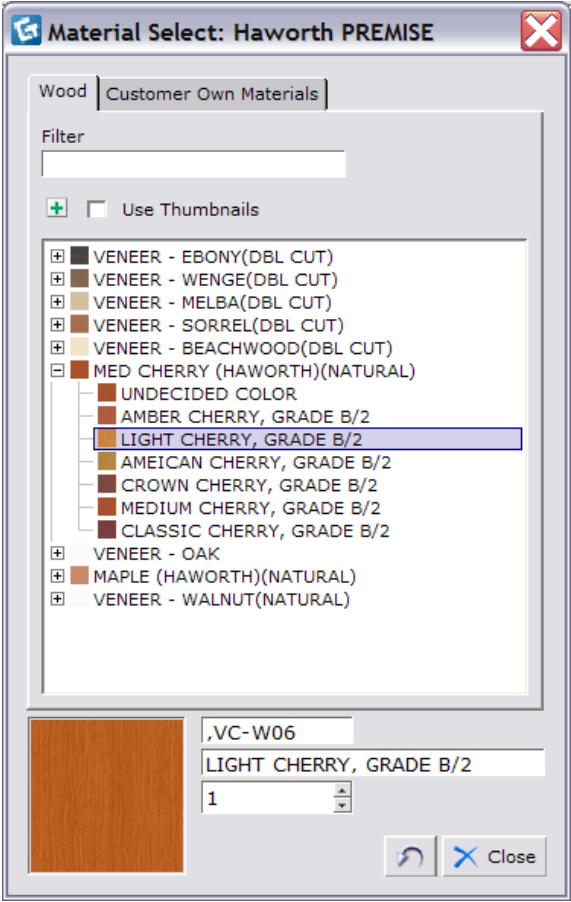
In the **Door Material** section, there are two choices for applying door material. This function can be used for accent door colors within your drawing. The Laminate and Wood choices are shown below.



Door Material Tab

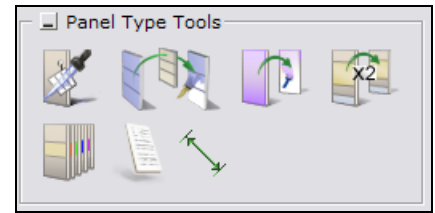
PREMISE – Door Material			
Canvas Button	Option Name	Description / How to Use	Gray Input Boxes
	Laminate	<p>Canvas function to apply laminate finishes to PREMISE doors.</p> <p>Click on the ellipsis (...) to get a list of laminate materials and colors. Select a color and apply it to doors in the drawing area.</p>	

PREMISE – Door Material


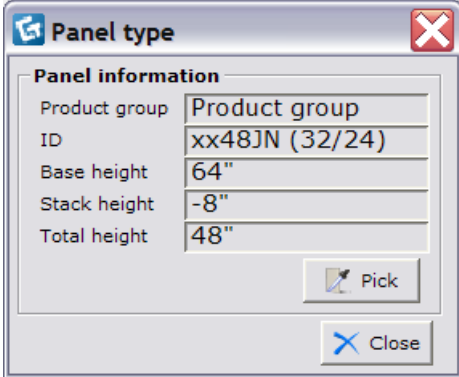


Canvas Button	Option Name	Description / How to Use	Gray Input Boxes
	<p>Wood</p>	<p>Canvas function to apply wood finishes to PREMISE doors.</p> <p>Click on the ellipsis (...) to get a list of wood materials and colors. Select a color and apply it to doors in the drawing area.</p>	

Panel Type Tools





In the Panel Type Tools section, you will find tools that can be used to speed up the process of creating your configuration or work spaces.


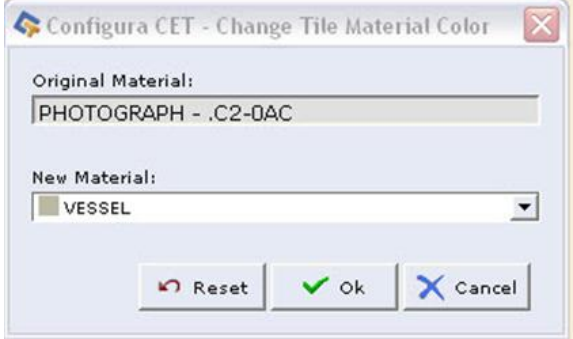




Panel Type Tools Tab

PREMISE – Panel Type Tools			
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes
	Pick Panel and Open Panel Type Dialog	<p>Canvas function that gives information about the panel.</p> <ul style="list-style-type: none"> Click on the Pick Panel button. Move to the drawing area and click on a panel. A box appears with height information for the selected panel. 	
	Pick up Panel Type and Apply it to Another Panel Type	<p>Canvas function to copy panel properties.</p> <ul style="list-style-type: none"> Click on the Pick Up Panel Type button. Move to the drawing area and click on the panel that you want to copy. A Gray Input Box appears with Copy Mode choices: single, group, whole drawing. Select panels to apply these properties to in the drawing area. Canvas will match the panel size (height and width), materials, and segmentation. 	

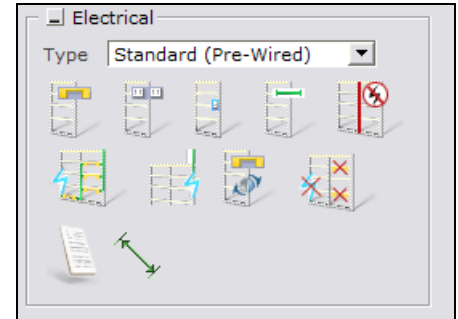
PREMISE – Panel Type Tools

Canvas Button	Product Name	Description / How to Use	Gray Input Boxes
	<p>Pick up Materials and Apply them to Pads</p>	<p>Canvas function to copy pad materials (will not copy segmentation).</p> <ul style="list-style-type: none"> • Click on the Pick up Materials button. • You will see a Gray Input Box for Pick. You can copy <i>one</i> pad material, or copy <i>all</i> pad materials on one side of the panel. • Next, click on a panel material that you want to copy. • A Gray Input Box appears with Spread options: <ul style="list-style-type: none"> ○ Single pad ○ Single panel ○ All pads on the same vertical plane ○ All pads / panels • In the drawing area, click on additional pads or panels. Matching material will be applied to all selected areas. 	
	<p>Pick up Panel Layout and Apply them to Panels</p>	<p>Canvas function to copy panel segmentation and pad materials.</p> <ul style="list-style-type: none"> • Click on the Pick up Panel Layout button. • Next, click on a panel material that you want to copy. • A Gray Input Box appears with Spread options: <ul style="list-style-type: none"> ○ Single pad ○ All pads on the same vertical plane • In the drawing area, click on panel frames. Matching material and segmentation will be applied to each panel frame (on both sides). 	

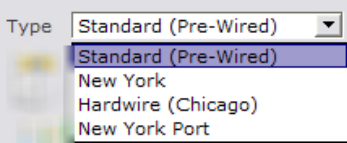

PREMISE – Panel Type Tools			
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes
	Change Pad Material	<p>Canvas function to change a pad material globally. Cannot change in between material types (e.g. cannot change from fabric to wood).</p> <ul style="list-style-type: none"> Click on the Change Pad Material button. Move to the drawing area and click on a pad material to be changed. A window appears showing the Original Material. From the drop down menu, select a New Material. This New Material replaces any pad or panel that has the Original Material on it. 	
	Insert Installation Text Box	<p>CET function to add text to an installation drawing.</p> <p>See the <i>CET Designer Reference Guide</i> – Using the Drawing Functions.</p> <p>For additional installation type tools, see the Tools component tab in CET Designer.</p>	
	Add Dimensions to Installation Drawing	<p>CET function to add dimensions to an installation drawing.</p> <p>See the <i>CET Designer Reference Guide</i> – Using the Drawing Functions.</p> <p>For additional installation type tools, see the Tools component tab in CET Designer.</p>	

Electrical


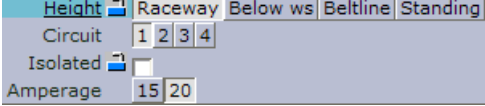

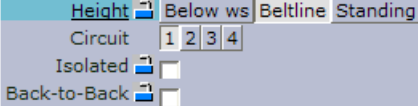

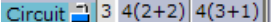

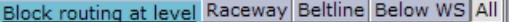
In the **Electrical** section, you will find products and options to establish your electrical components within a work space. Electrical products include power distribution assemblies (PDAs), power connectors, infeeds, receptacles, and data ports.




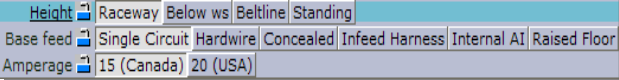

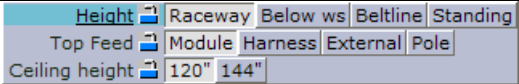



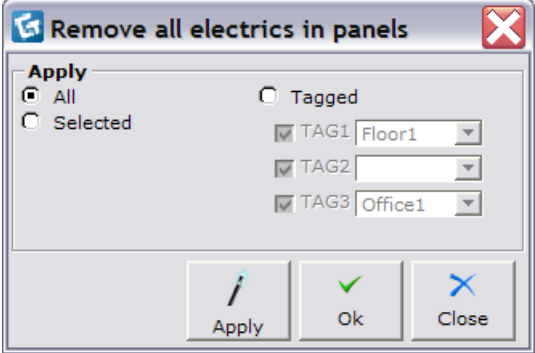
Electrical Tab



PREMISE – Electrical													
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes										
	Type	Choose electrical installation type. From the pull-down menu, click on Standard (pre-wired), New York, Hardwire (Chicago), or New York Port for your electrical type.	No Gray Input Box										
													
	PDA Toggle	Insert power distribution assembly (PDA) into panels. Insert or remove 3- or 4-circuit PDAs into the raceway, below the worksurface, at the beltline, or at standing height. Place PDA in panel. The PDA selected has the following color in the drawing: <ul style="list-style-type: none"> • 3 circuit = yellow • 4 circuit (2+2) = blue • 4 circuit (3+1) = green Once the PDAs are powered, they turn a lighter shade of the above colors.	<table border="1"> <tr> <td>Height</td> <td>Raceway</td> <td>Below ws</td> <td>Beltline</td> <td>Standing</td> </tr> <tr> <td>Circuit</td> <td>3 4(2+2)</td> <td>4(3+1)</td> <td></td> <td></td> </tr> </table>	Height	Raceway	Below ws	Beltline	Standing	Circuit	3 4(2+2)	4(3+1)		
Height	Raceway	Below ws	Beltline	Standing									
Circuit	3 4(2+2)	4(3+1)											

PREMISE – Electrical

Canvas Button	Product Name	Description / How to Use	Gray Input Boxes
	<p>Receptacle Toggle</p>	<p>Insert receptacles into panels.</p> <p>Insert or remove 1-, 2-, 3-, or 4-circuit receptacles into the raceway, below the worksurface, at the beltline, or at standing height.</p> <p>In the drawing area, toggle electrical in and out as indicated by the colored arrows:</p> <ul style="list-style-type: none"> • Blue = in • Red = out 	
	<p>Power / Communication Port Kit Toggle</p>	<p>Power / communication outlet is placed below the worksurface, at the beltline, or at standing height.</p> <p>Place in panel at desired height. Port is powered by the PDA in the base raceway.</p>	
	<p>Extended Power Connector Toggle</p>	<p>Pass power through an 18"-wide nonpowered panel (powered panels must already be in place on either side of the 18"-wide panel).</p> <p>In the drawing area, toggle power connector in and out of an 18"-wide panel as indicated by the colored arrows:</p> <ul style="list-style-type: none"> • Blue = in • Red = out 	
	<p>Break Power Connection</p>	<p>Create breaks in the electrical circuit.</p> <p>To insert a vertical break, click on the button and place in drawing area where you want a break in the pass-through power. Vertical line is blue; once placed, the vertical line turns red. Break can be at raceway, below the worksurface, at the beltline, or in all locations.</p>	

PREMISE – Electrical

Canvas Button	Product Name	Description / How to Use	Gray Input Boxes
	<p>Base Feed Toggle</p>	<p>Infeed designed to enter at the base of a panel through the PDAs.</p> <p>Bring power from the floor into the panels at the following heights: raceway, below the worksurface, at the beltline, or at standing height.</p> <p>Toggle base feed in and out:</p> <ul style="list-style-type: none"> • Blue = in • Red = out 	
	<p>Top Feed Toggle</p>	<p>Feed power from the ceiling to the panels.</p> <p>Bring power from the ceiling into the panels at the following heights: raceway, below the worksurface, at the beltline, or at standing height.</p> <p>Toggle top feed in and out:</p> <ul style="list-style-type: none"> • Blue = in • Red = out 	
	<p>Convert Electrical Circuits</p>	<p>Change specified circuits.</p> <p>Click on button, and use the Gray Input Box to change to one of the following:</p> <ul style="list-style-type: none"> • 3-circuit • 4-circuit (2+2) • 4-circuit (3+1) 	
	<p>Open Removal Dialog for Electrics</p>	<p>Canvas function to remove electrical components.</p> <p>Click on button and a Gray Input Box appears. You can remove electrical components three ways:</p> <ul style="list-style-type: none"> • All: All electrical components are removed within the drawing. • Selected: Choose specific products or application section (e.g. baseline or beltline). • Tagged: Removes electrical components from identified (Tagged) areas. For example, a floor area or specific office. 	

PREMISE – Electrical			
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes
	Add Text to Electrical Drawing	<p>CET function to add text to an electrical drawing.</p> <p>See the <i>CET Designer Reference Guide</i> – Using the Drawing Functions.</p> <p>For additional installation type tools, see the Tools component tab in CET Designer.</p>	
	Add Dimensions to Electrical Drawing	<p>CET function to add dimensions to an electrical drawing.</p> <p>See the <i>CET Designer Reference Guide</i> – Using the Drawing Functions.</p> <p>For additional installation type tools, see the Tools component tab in CET Designer.</p>	

UNIT 3: PREMISE TIPS AND TRICKS

The following chart covers helpful tips as you navigate through the Canvas program and design with the PREMISE Panel System.

Product	Tips and Tricks
General Notes	<ul style="list-style-type: none"> When specifying PREMISE workstations, start at the bottom and work your way up. PREMISE panels can be specified with an open base, a nonpowered closed base raceway, or a powered base raceway. A PREMISE panel configuration cannot exceed 120" in height.
Monolithic Base Panel	<ul style="list-style-type: none"> Move panels: In 2D view, hold mouse over panels. When mouse turns blue, you can move panels. When mouse turns yellow, you can stretch panels or disconnect panels. Change panel heights: In 3D view, quickly change height of multiple panels by using the yellow cylinder. Fabric panels available with standard, grooved, or wood top cap, or without top cap. 18"-wide panels are nonpowered only; specify power connector to pass power through the panel. 24"-wide panels are available with 3-circuit power only. Power and communication cables can be routed and accessed at the base raceway. Power and communication cables can be routed but <i>not</i> accessed through the top channels.
Super Base Panel	<ul style="list-style-type: none"> Move panels: In 2D view, hold mouse over panels. When mouse turns blue, you can move panels. When mouse turns yellow, you can stretch panels or disconnect panels. Change panel heights: In 3D view, quickly change height of multiple panels by using the yellow cylinder. 32"-high panel with removable pads; provides additional flexibility to meet multiple design and utility requirements. Super Base panel available with standard, grooved, or wood top cap, or without top cap. Super Base panels provide greater power and communication capabilities than a monolithic fabric panel.
Glass Base Panel	<ul style="list-style-type: none"> Move panels: In 2D view, hold mouse over panels. When mouse turns blue, you can move panels. When mouse turns yellow, you can stretch panels or disconnect panels. Change panel heights: In 3D view, quickly change height of multiple panels by using the yellow cylinder. Glass panels are 24" wide. Glass panels available with standard or wood top caps. Does not accept top feed modules.
Door Frame and Door	<ul style="list-style-type: none"> Door available with standard or wood top cap. Door can be specified with left- or right-hand swing; can also be field modified to opposite hand direction. Door frame assembly features an integrated top raceway for routing communications cables only; power cannot be routed through doors. Stack kits or floor-to-ceiling (FTC) pad sets can be stacked on top of door assemblies up to a total height of 120". PREMISE panel runs with doors and glazed panels cannot exceed 10'.
Sliding Door	<ul style="list-style-type: none"> Sliding door mounts on a panel that is equal to or taller than the height of the sliding door. Sliding door mounts outside of the workstation. Right-handed door slides open to the right; left-handed door slides open to the left. Door handedness cannot be changed in the field. Filler post may be required in certain applications.

Product	Tips and Tricks
Floor-to-Ceiling Pad Sets (Solid and Open Frame for Glazing)	<ul style="list-style-type: none"> • Floor-to-ceiling elements are non-load bearing. • FTC glazed pad sets are not available in single-pane glass. • FTC pad sets cannot be placed on top of 10"-high stack kits.
Stack Kits (Open Stack and Glass Stack)	<ul style="list-style-type: none"> • 10"- to 16"-high stacks available. • Maximum height of a panel configuration should not exceed 120". • FTC pad sets cannot be placed on top of 10"-high stack kits.
Raceway Type	<ul style="list-style-type: none"> • Specify the panel connector functionality to match the base raceway application for closed or open base raceway panels. • Full-height connectors and covers are more cost-effective and offer greater strength. • Raceway types: <ul style="list-style-type: none"> ○ Nonpowered Base Raceway with Cover: No power in the base raceway. Includes a solid base raceway cover (no cutouts). Panel can be upgraded to a powered panel with a retrofit power kit. ○ Powered Base Raceway with Cover: Includes a powered base raceway and raceway cover with two cutouts on each side for triplex receptacles (specified separately). ○ Powered Base Raceway without Cover: Includes a powered base raceway, but does not include a raceway cover. Once your power and communication needs are determined, order appropriate base raceway cover to match port configurations. ○ Nonpowered Open Base Panel: No base raceway and no cover; panel is open 6 ¾" above the floor.
Top Caps	<ul style="list-style-type: none"> • 72" – to 120"-wide grooved top caps are designed to span two or more panels. • Grooved top caps cannot be used on glass panels.
Off-Modular Insert	<ul style="list-style-type: none"> • See PREMISE Specification Guide / Price List for application information: <i>PREMISE Product Application – Off Modular</i> section.
Topper Kit	<ul style="list-style-type: none"> • Toppers are non-load bearing. • Toppers can only be mounted on a grooved top cap. • 32"-high Super Base panels are not recommended for Topper application; use monolithic panels instead.
Canopy (single & double)	<ul style="list-style-type: none"> • Mount in a grooved top cap or on top of a panel's topper. • Recommended for use with 48"- and 53"-high panels. • Canopies mounted on Toppers can only be single-sided canopies.
Wing Wall – End	<ul style="list-style-type: none"> • Full-height one-piece wing wall can be used instead of a return panel. See PREMISE Specification Guide / Price List for application information.
Wing Wall – NSW	<ul style="list-style-type: none"> • Two-piece wing wall has a lower unit and an upper unit. Use as an intermediate panel support instead of a return panel. • Use full-height two-piece wing wall between two panel-mounted worksurfaces. • Upper unit wing wall mounts above one or two worksurfaces and provides privacy. • Lower unit wing wall mounts below a worksurface and can be used in place of a worksurface end panel. • See PREMISE Specification Guide / Price List for application information.
Preconfigured Wood Pads	<ul style="list-style-type: none"> • To get matched wood pad sets, the panels must first be segmented into one of the preconfigured arrangements. Next, use the Preconfigured Wood Pads button in Canvas to apply matching grains (vertical wood grain and color are matched between pads.)

Scheme Manager	<ul style="list-style-type: none"> • After a scheme is created, any additional components added will have the scheme's properties. For example, once the materials, colors, and options have been selected for a panel or pad kits, these properties would apply to any additional panels or pad kits brought into the drawing area.
Work Surfaces	<ul style="list-style-type: none"> • All panel-mounted worksurfaces require separately specified support elements.
Extended Power Connector	<ul style="list-style-type: none"> • Use only for 18"-wide panels that have adjacent panels with PDAs.
Electrical	<ul style="list-style-type: none"> • 6-circuit power cannot be used at work height. • Power harnesses may not be used with monolithic panels. • Power harnesses may not be used for 6-circuit applications. • PREMISE power base electrical components address three functions: <ul style="list-style-type: none"> ○ Power distribution from building to panel ○ Vertical power distribution ○ Horizontal power distribution • Beltline-height mounting location is not available on 32"- or 42"-high monolithic panels. • When infeed is added, connector lines between panels turn green – this means your connections are valid. • Flex connectors are automatically added between two panels connecting power. • Top feed modules install on monolithic or Super Base panels no less than 24" wide. • Use extended power connectors to pass through 18"-wide nonpowered panels.