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UNIT 1: INTRODUCTION

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Work Tools and Accessories Reference Manual for Canvas

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

- Reside Desking Price List
- Beside Storage Price List
- Reside Beside Belong Specification Guide
- Systems and Furniture price lists

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

- Canvas Reference Manual
- CET Designer Reference Guide

Canvas Disclaimer

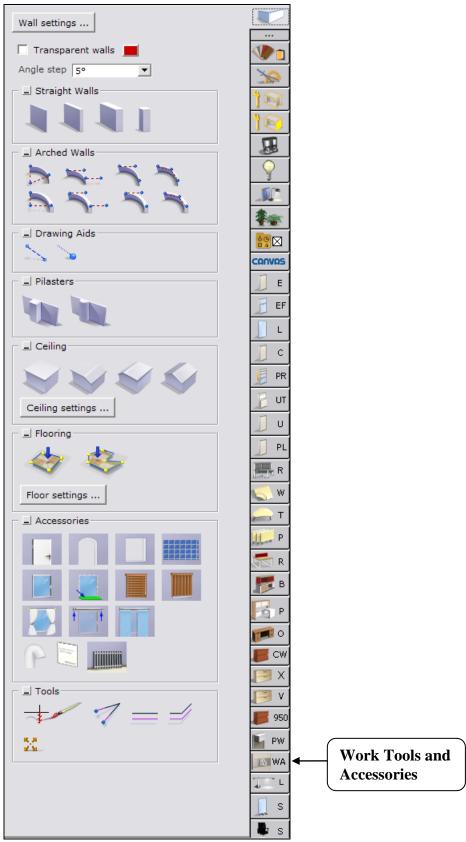
Canvas Software is intended solely as a conceptual specification tool. All SIF files, calculations, Bills of Materials (BOMs), and specifications used within the tool should be verified by the dealership before data entry. Canvas/Haworth shall not be responsible and/or be held accountable for any misuse 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.

Work Tools and Accessories Extension Tab

The following page shows a screen shot of where to locate the **Work Tools and Accessories** extension tab:

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Work Tools and Accessories Extension Tab



Once you click on the Work Tools and Accessories tab, you will see a main component tab with products and options for these products. This component tab is shown on the following page and provides an overview of what is included for the Work Tools and Accessories. There are a variety of products to add storage, organization, lighting, and accents to your work space.

Main Sections of the Work Tools and Accessories Tab

Within the Work Tools and Accessories tab, the main sections are:

- Schemes: BelongTM Accessories and Accessories
- Belong Mounting Rails
- Belong Work Tools
- Belong Materials
- Mount Rails
- Jump® Stuff
- Jump Stuff Work Style Kits
- Grid Accessories

This manual will cover Belong, Mount Rail, Jump Stuff, and Grid Accessory products. The Belong products are part of the Integrated Palette offering and part of the Reside/Beside/Belong components.

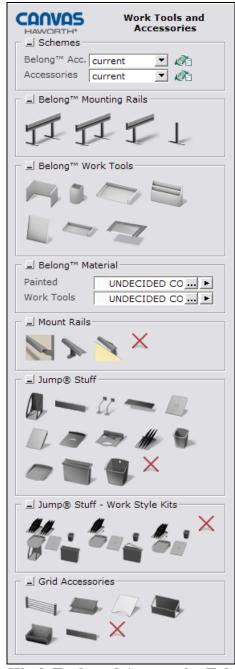
The following page shows the main sections within the Work Tools and Accessories component tab.

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Work Tools and Accessories Tab

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UNIT 2: WORK TOOLS AND ACCESSORIES PRODUCTS AND OPTIONS

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Product / Option Chart

The **Product / Option Chart** is a detailed description of all products and options within the Belong 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.

Belong™ Mounting Rails

In the Belong Mounting Rails section, you will find tool rails that mount to a worksurface or panel and support work tools for organizing and managing your workspace. There are different mounting styles available and various sizes to suit your application. The **Belong Mounting Rails** section includes tool rails, rail ends, and tool rail brackets.



Belong Mounting Rails Tab



	Belong — Mounting Rails		
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes
1	Tool Rail	Mounts to a worksurface and supports work tools. Includes one double-sided tool rail, two posts, and two rail end caps.	Width 2 24" 30" 36" 42" 48" 54" 60" Post Type 2 C L T Thru Mount Autosize 7 For C and Thru Mount Post Type
		From the Gray Input Box, make the following application selections: • Width: Sizes vary depending on post type. • Post Type: Specify as: • C = C-Clamp; clamps to the worksurface. • Thru Mount = Tool rail	Width ☐ 24" 30" 36" 42" 48" 54" 60" 66" 72" 78" 84" 90" 96" Post Type ☐ CL T Thru Mount Autosize ☐ For L and T Post Type No Green Edit Box
		posts screw through the worksurface. L = L Bracket; mounts under the worksurface. T = T Bracket; mounts under the worksurface; used for heavier load applications. Autosize: Automatically matches the width of the surface.	NO Green Eure Box
	Panel- mounted Tool Rail	Mounts to a panel and supports work tools. Includes one single-sided tool rail, two posts, and two rail end caps.	Elevation ☐ 36 w ☐ 36"
		From the Gray Input Box, make the following application selections: • Elevation: Adjustable in 1" increments. • W (width): From the pull-down menu, select the width.	36" 36"
			No Green Edit Box



Belong — Mounting Rails			
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes
	Rail End Back to Back	Additional tool rail sections that provide a continuous tool rail. In the drawing, add to the tool rail and specify the following:	Width 2 24" 30" 36" 42" 48" 54" 60" 66" 72" 78" 84" 90" 96" Handedness 2 Left Right Rail Type 3 Internal End Autosize 3 -
		 Width Handedness: Add to the left or right side as you are facing the tool rail. Rail Type: Internal = adds sections to the middle. End = adds a section to the end of a tool rail. Autosize: Automatically matches the continuous section width. 	No Green Edit Box
1	Tool Rail Brackets	Add or change a tool rail bracket.	Bracket Type C L T Thru Mount
			No Green Edit Box



Belong Work Tools

In the **Belong Work Tools** section, you will find products to organize and manage your workspace. These products attach, hang, or are used freestanding. The Work Tools include cubbies, trays, shelves, and organizers. There are a variety of finishes available.



Belong Work Tools Tab

Belong - Work Tools			
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	Open C Cubby	Three-sided cubby to support binders and books; taller cubby holds work tools. Cubby can be used in Beside overhead storage unit. Once the product is placed, make the following selection from the Green Edit Box: • Height: 9" = freestanding cubby supports binders and books. 12" = cubby with slots to hold Belong work tools.	No Gray Input Box Height 9inches 12inches
	Tool Cup	Plastic tool cup for pens, pencils, highlighters, etc. Tool cup can be used freestanding or mounted on: Belong tool rail Beside stanchion kit Open C Cubby with slots	No Input/Edit Boxes

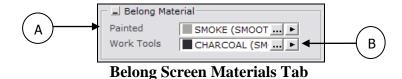


Belong - Work Tools			
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	Paper Tray	Plastic paper tray that can be used freestanding or mounted on: Belong tool rail Beside stanchion kit From the Gray Input Box or the Green Edit Box, make the following application selection: Tray Type: Hanging or Freestanding.	Tray Type Hanging Free Standing Stacked Height 1234 For Freestanding Tray Type Tray Type Hanging Free Standing Stacked Height 1 2 3 4
		Stacked Height: For	
		Freestanding option, select to stack 1, 2, 3, or 4 trays high.	No Green Edit Box
		500010 27 27 57 51 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	Hanging Sorter	Plastic hanging sorter with two paper slots.	No Input/Edit Boxes
		Hanging sorter mounts on: Belong tool rail Beside stanchion kit Open C Cubby with slots	
	Reference Shelf	Metal reference shelf. Reference shelf mounts on: Belong tool rail Beside stanchion kit Open C Cubby with slots	<u>\$rbbShelfType</u> ☐ \$rbbRefShelfType.rsSmall \$rbbRefShelfType.rsLarge No Green Edit Box
		From the Gray Input Box, make the following application selection: • Shelf Type: • Small = 11"h x 10"w • Large = 11"h x 18 1/2"w	
	Mini Shelf	4" x 8" plastic shelf.	No Input/Edit Boxes
		Reference shelf mounts on: Belong tool rail Beside stanchion kit Open C Cubby with slots	
	Blotter	One blotter with protective backing. In the drawing area, place on a worksurface or table.	Depth 20" 24" Width 30" 36" No Green Edit Box



Belong Materials

In the **Belong Materials** section, there are two material options that are primarily used for accent colors within your drawing. The two material options are shown below.



Canvas Button	Option Name	Description / How to Use	Gray Input Boxes
A B	Painted Work Tools	Canvas functions to select materials and colors to apply to Belong work tools and accessories. 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. Once a material and color are selected, click on the black arrow () to pick up this material and color and apply it to additional work tools and accessories.	Material Select: Work Tools and Acce Painted Customer Own Materials Filter Use Thumbnails SURFACE 1 UNDECIDED COLOR HAWORTH.SWITCH SILVER.METALLIC PUTTY SMOOTH - CHALK, GRADE A PITCH TEXTURED - GROUT, GRADE A TEXTURED - PLASTER, GRADE A TEXTURED - CEMENT, GRADE A TEXTURED - CEMENT, GRADE A GRAP TONE GRAP TONE GRAPHITE CHARCOAL SMOOTH - BEIGE, GRADE A METALLIC SILVER METALLIC GUNMETAL ACCENT BLUE ACCENT BLUE ACCENT GREEN TR-00E SMOKE (SMOOTH), BASE GRAD 1 TR-00E



Mount Rails

In the **Mount Rails** section, you will find tool rails that mount to a worksurface, panel, or wall track and support rail tools for organizing and managing your workspace. There are different mounting styles available and various sizes to suit your application.



Mount Rails Tab

		Mount Rails	
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes
	Panel Mount Rail	Mounts to a panel or wall track and supports rail tools. Includes one single-sided rail, two supports, and two end caps. From the Gray Input Box, make the following application selections: • Elevation: Adjustable in 1" increments; defaults to 31". • Wall Mount: Check this box if attaching to a wall track. • Width: Can span one or more panel widths. Once the product is placed, you can change the Elevation from the Green Edit Box.	Elevation 31" Wall mount 2
>	Freestanding Mount Rail	Rail sits on most flat surfaces and supports rail tools. Includes one single-sided tool rail, two supports with feet, and two end caps. From the Gray Input Box, select Width. Once the product is placed, you can change the Width from the Green Edit Box.	Width 24"



Mount Rails			
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes
	Worksurface Mount Rail	Mounts to a worksurface and supports rail tools. Includes one single-sided rail, one or two supports with mounting clamps, and two end caps. From the Gray Input Box, select Width .	Width ☐ 24" 30" 36" 42" 48" 60" No Green Edit Box
×	Remove	Canvas function to remove mount rails. Click on the "X" icon and move to the drawing area. Click on the mount rail you want to remove.	No Input/Edit Boxes



Jump® Stuff

In the **Jump Stuff** section, you will find products to organize and manage your workspace. These products mount, hang, or are used freestanding. Jump Stuff products include bins, trays, shelves, sorters, organizers, cups, and brackets.



Jump Stuff Tab

Jump Stuff			
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	Binder Bin	Mounts on a slat pad or can be used freestanding. Holds two 3"-thick binders. Check the Freestanding box when bin is sitting on a surface and does not require attachment.	No Green Edit Box
	Tack Strip	Mounts on a slat pad. Select Width from the Gray Input or Green Edit box.	Width ☐ 12" 24"
W	Gooseneck Kit	Mounts on a slat pad to display notes or other items. Includes the following: Two flexible arms Two base clips Three tops (grip clip, round top, flower top) Two stick-on clips with double-sided tape	No Input/Edit Boxes
	Mini Shelf	Laminate shelf mounts on a slat pad and is designed for lightweight accessories. Select Width from the Gray Input or Green Edit box.	Width 18" 24" 30" 36" 42" 48" Width 18" 24" 30" 36" 42" 48"



Jump Stuff			
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	Phone Shelf	Mounts on a slat pad at a 30° angle.	No Input/Edit Boxes
	Phone Shelf Bracket	Used to convert a rail phone shelf (DTPT-1) to mount on a slat pad.	No Input/Edit Boxes
	Personal Shelf	Mounts horizontally or at a 60° angle, or can be used freestanding. Holds a maximum of two reams of paper (10 pounds).	No Green Edit Box
		Check the Freestanding box when shelf is sitting on a surface and does not require attachment.	
	Personal Shelf Bracket	Used to convert a rail paper sorter (DTPR-3) or rail personal shelf (DTES-3) to mount on a slat pad.	No Input/Edit Boxes
#	Paper Sorter	Mounts on a slat pad or can be used freestanding. Holds a maximum of two reams of paper (10 pounds).	No Green Edit Box
		Check the Freestanding box when sorter is sitting on a surface and does not require attachment.	No Green Edit Box
-	Tool Cup	Mounts horizontally or can be used freestanding.	<u>Freestanding</u>
		Check the Freestanding box when sorter is sitting on a surface and does not require attachment.	No Green Edit Box
	Letter Tray	Mounts on a slat pad horizontally or at a 60° angle on a rail, or can be used freestanding. Holds a maximum of one ream of paper (5 pounds).	No Green Edit Box
		Check the Freestanding box when tray is sitting on a surface and does not require attachment.	



Jump Stuff			
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	Tote	Mounts on a slat pad and holds hanging files. Check the Freestanding box when	Freestanding Clip and Strap ⊒
		not mounting to a slat pad. Check the Clip and Strap box if you want these included.	
	Waste Bin	Used in freestanding applications. Bin has a five gallon capacity.	<u>Black</u> ⊒ ▽
		Default color is black.	
X	Remove	Canvas function to remove Jump Stuff components.	No Input/Edit Boxes
		Click on the "X" icon and move to the drawing area. Click on the component you want to remove.	



Jump Stuff - Work Style Kits

In the **Jump Stuff – Work Style Kits** section, you will find pre-packaged kits that include various organizational tools to support your work space.



Jump Stuff – Work Style Kits Tab

Jump Stuff – Work Style Kits			
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	File Master Kit	Kit includes a 2-way tray, phone caddy, gooseneck kit, sketch pad kit, file frame, catch-all tray, two paper sorters, and a 48"-wide mounting rail.	No Input/Edit Boxes
	Task Master Kit	Kit includes a gooseneck kit, paper sorter, file frame, disk box, catch-all tray, 3-layer tray, sketch pad kit, phone caddy, wire wraps, two grip clips, two pile dividers, and a 48"-wide mounting rail.	No Input/Edit Boxes
	Mini Master Kit	Kit includes a paper sorter, catch-all tray, 2-way tray, gooseneck kit, phone caddy, and a 36"- or 48"-wide mounting rail.	No Input/Edit Boxes
X	Remove	Canvas function to remove Jump Stuff work style kits. Click on the "X" icon and move to the drawing area. Click on the kit you want to remove.	No Input/Edit Boxes



Grid Accessories

In the **Grid Accessories** section, you will find products to organize and manage your workspace. These products attach, hang, or are used freestanding. The Grid Accessories include boxes, trays, bins, and tackstrips. There are a variety of finishes available.



Grid Accessories Tab

	Grid Accessories		
Canvas Button	Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
	Grid	Grid attaches to panel side rails or wall tracks. Grid can span two panels. From the Gray Input Box, make the following application selections: • Elevation: Adjustable in 1" increments; defaults to 30". • Wall Mount: Check this box if attaching to a wall track. From the Green Edit Box, you can change the Elevation and select the Height of the grid.	Elevation 30" Wall mount 1
-	Mailbox	Two trays that attach to a grid. Spacing between trays is 3".	No Input/Edit Boxes
	Reference Tray	One tray that attaches to a grid. Holds five pounds.	No Input/Edit Boxes
	Diskette Bin	Set of four diskette bins that attach to a grid; can also be used freestanding. Stores CDs in jewel cases.	No Input/Edit Boxes
	Multi-purpose Storage Bins	Set of four 8"- or 4"-wide storage bins that hang from a grid.	<u>Width</u> ☐ 4" 8"



Grid Accessories		
Product Name	Description / How to Use	Gray Input Boxes / Green Edit Boxes
Grid Tackstrip	Set of four tackstrips that mount between two horizontal grid rails.	<u>Width</u> ☐ 24" 30" <u>Width</u> 24" 30"
Remover	Canvas function to remove grid accessories. Click on the "X" icon and move to the drawing area. Click on the accessory you want to remove.	No Input/Edit Boxes
		Product Name Description / How to Use Grid Tackstrip Set of four tackstrips that mount between two horizontal grid rails. Remover Canvas function to remove grid accessories. Click on the "X" icon and move to the drawing area. Click on the accessory



Schemes

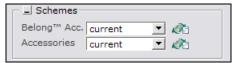
In the **Schemes** section, you can select finishes for application to all or selected Belong Accessories and/or Mount Rail, Jump Stuff, or Grid Accessory products. This saves time and creates consistency. Schemes can be used and saved for:

- 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 Work Tools and Accessories:

- **Belong Accessories:** Use when applying the same finish to your Belong work tools and accessories.
- Accessories: Use when applying the same finish to your Mount Rail, Jump Stuff, or Grid products.



Schemes Tab



Belong Accessories – Schemes Canvas Button Option Description / How to Use Dialog Boxes Name Haworth Scheme Manager dialog box with Scheme options for Belong Accessories. Scheme Manager Manager for Schemes destination folder Belong In the Scheme Manager dialog box, Accessories select the **Properties** for this MyLaptop\CET Documents\Schemes\ particular scheme (our example shows a client scheme for ABC Group Belong Accessories 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. Select the graphite finish Properties, Import name the scheme, and click on Save. Export These same finishes can be used for multiple clients and projects. **Properties** Paint SMOKE (SMOOTH), BASE (... 7 End Cap (Rail) CHARCOAL (SMOOTH), BA ... 7 Belong Accessories **▼** Ø Trim (Work Tools) CHARCOAL (SMOOTH), BA current ... 7 Fabric STERLING BLUE ... 🔽 Apply to All C Selected Group C Tagged TAG1 Floor1 ▼ TAG2 ~ TAG3 Office1 Apply



Accessories – Schemes Option Canvas Button Description / How to Use Dialog Boxes Name Haworth Scheme Manager dialog box with Scheme options for Accessories. Scheme Manager Manager for Schemes destination folder **Accessories** In the Scheme Manager dialog box, MyLaptop\CET Documents\Schemes\ select the **Properties** for this particular scheme (our example shows a client scheme for ABC Group Accessories 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, Remove save a "Graphite" finish scheme. Select the graphite finish Properties, Import name the scheme, and click on Save. Export These same finishes can be used for multiple clients and projects. **Properties** JumpStuff MOON JumpStuff brackets SMOOTH - METALLI ... Shelf Bracket SANARA ... 7 Accessories current Vinyl Shelf LIGHT OAK (OBS 3 Mount Rail SMOOTH - METALLI ... 7 Grid/Bar SMOOTH - CHARCC ... 7 Grid/Bar Accessories SMOOTH - PUTTY, (... Grid/Bar Accessories Bracket SMOOTH - PUTTY, (... Trim/ Mounting Rail SMOOTH - CHARCC ... 7 Mounting Rail End Caps SMOOTH - PUTTY, C... Apply to C Selected Group C Tagged TAG1 Floor1 TAG2 ₩| TAG3 Office1 ₩| Reconfiguration New ₩. Ok Close Apply



UNIT 3: WORK TOOLS AND ACCESSORIES TIPS AND TRICKS

The following chart covers helpful tips as you navigate through the Canvas program and design with Belong Work Tools and Accessories.

Tips and Tricks		
 Tool rail posts mount flush to the back edge of the worksurface. Single support holds up to a maximum of 40 pounds (evenly distributed on one side). For heavy load applications, order additional posts. Bracket Specification: C-Clamp: Designed for single-sided Reside desking and single-sided benching applications. Mounts on 3/4"- to 1 3/4"-thick worksurfaces. L Bracket:		
 Hanging paper tray holds a maximum of one ream (5 pounds) of paper. Freestanding paper trays can stack up to 4 high. 		



Product	Tips and Tricks
MOUNT RAILS	
Panel Mount Rail	 Supports maximum load of 50 pounds, evenly distributed. Can span one or more panel widths. Rail should not be mounted directly in front of tackboards.
Freestanding Mount Rail	Supports maximum load of 50 pounds, evenly distributed.
Worksurface Mount Rail	 Single support (24" and 30" widths) holds up to 25 pounds, evenly distributed. Double support (36" to 60" widths) holds up to 50 pounds, evenly distributed. Rail should not be mounted directly in front of tackboards.
JUMP STUFF WORK STYLE KITS	
Work Style Kits	Mounts to Compose, PREMISE, PLACES, and UniGroup Too panel frame slots / side rails to support rail tools.
GRID ACCESSORIES	
Grid	 12"-high grid is for under-counter applications and mounted on a 44"-high panel. It has five horizontal rails. 16"-high grid is for placement under a shelf or overhead storage unit (above a worksurface). It has six horizontal wires.