



Modern Office
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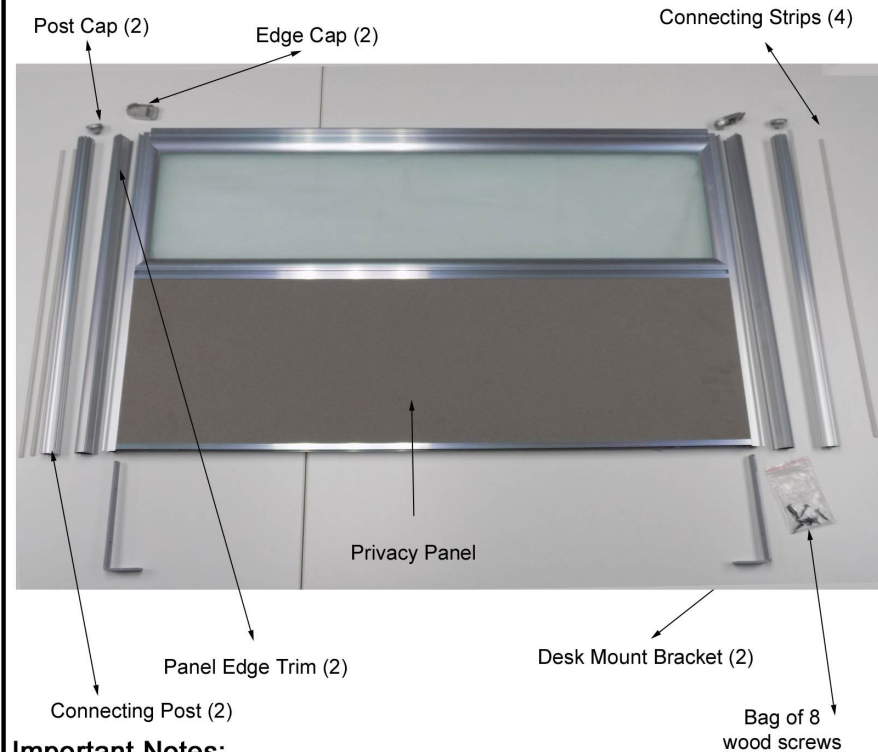
Y11760 - Y11765 Desk Mount Privacy Panel Series

ASSEMBLY GUIDE



Need help? Call Customer Service at 1-800-443-5117

Thank you for your purchase of our Desk Mount Privacy Panels. Please examine the drawing below to familiarize yourself with the parts included with each panel. Panels can be mounted individually to desktops, or, connected using the Connecting Posts provided for a complete workstation enclosure.



Important Notes:

- * Please find the Desk Mount Brackets (2) which are slid directly into the panel underside where they will be used when the Privacy Panel is mounted.
- * Also inside the frame of the Privacy Panel is a small bag including 8 wood screws. It is tucked into the Panel Edge Trim.
- * There are two Connecting Posts included with each panel. If you are mounting just one panel to your desk you will not need either of these. One Connecting Post will be used between each two panels, therefore you will end up with spare Connecting Posts and Connecting Strips.

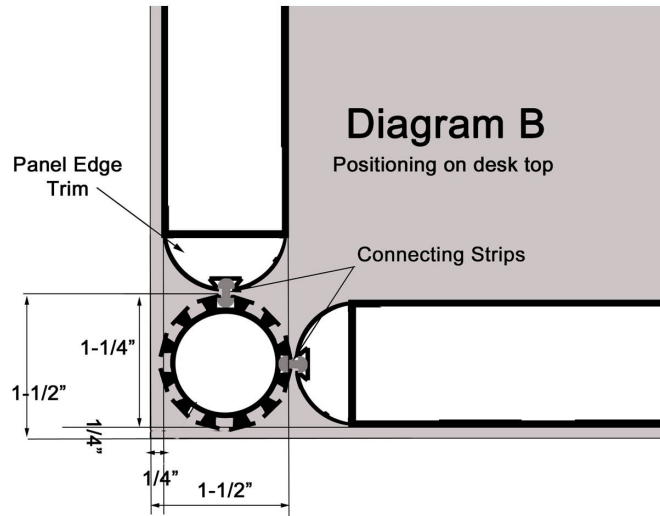
- Tools Needed:**
-A Flat Head Screwdriver
-A Power Drill
-A Helper!

Step 1:

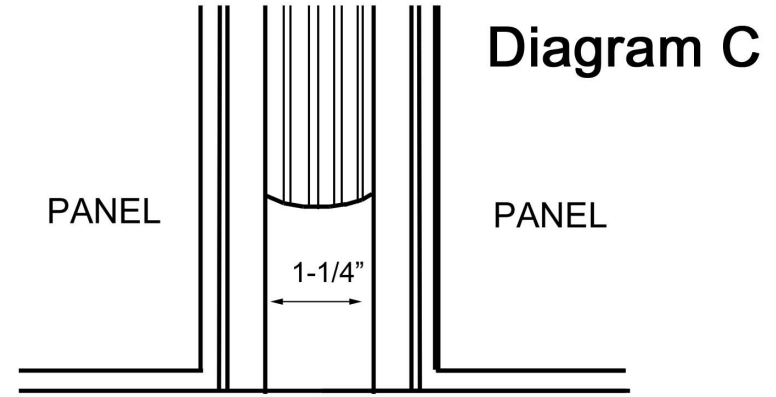
Begin by removing the individual components from the main Privacy Panel. It may be necessary to use a flat screw driver to gently pry the Desk Mount Brackets from the underside of the Privacy Panel.

Step 2:

Know in advance if you will be mounting just one panel to the back edge of the desk, or, connecting two or more panels together to determine your starting point. Begin with positioning of your Connecting Post to plan your layout. The Connecting Post will require $1\text{-}\frac{1}{4}$ " for its diameter in addition to $\frac{1}{4}$ " spacing from the edge of the desk. This means you will want to allow $1\text{-}\frac{1}{2}$ " from the edge of the desk to the Panel Edge Trim of the Privacy Panel. See **Diagram B** below:



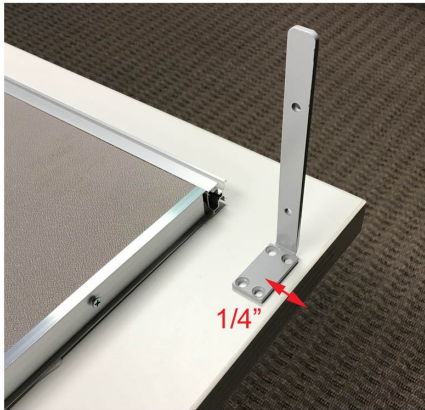
The same spacing requirement is needed for the Connecting Post when mounting the Privacy Panels end to end. The Connecting Post requires $1\text{-}\frac{1}{4}$ " of space, therefore the Panel Edge Trim of two Privacy Panels should be spaced $1\text{-}\frac{1}{4}$ " apart as in **Diagram C** below.



Between horizontally connected panels
 allow $1\text{-}\frac{1}{4}$ " for Connecting Post

Step 3:

Laying your panel flat on the desk surface, slide out the Desk Mount Brackets in order to exactly place where they will be screwed in to the desk. Allow $\frac{1}{4}$ " between the edge of desk and the edge of the bracket as per pictures below:



Step 4:

It may be helpful to only install one wood screw into each bracket to test your placement and make sure you are satisfied before attaching all four screws into desk. This way minor adjustments in positioning can be made as needed.

Step 5:

After connecting Desk Mount Brackets and sliding panels into position, now connect Connecting Posts by sliding in Connecting Strips. It may take some firm downward pressure to slide down the plastic strip. See picture below:



Step 6:

After all connections have been made then attach Edge Caps and Caps as needed. Do not force Edge Caps as they can break. Notice plastic tabs on underside of Edge Caps and press inward with small flathead screwdriver to gently fit them into aluminum Panel Edge Trim.

