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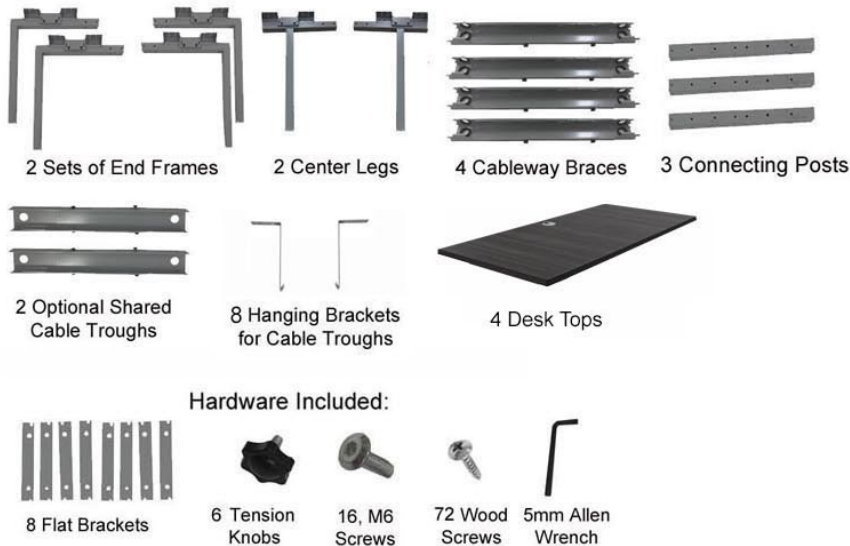
## Open Office Benching Workstation Assembly Instructions



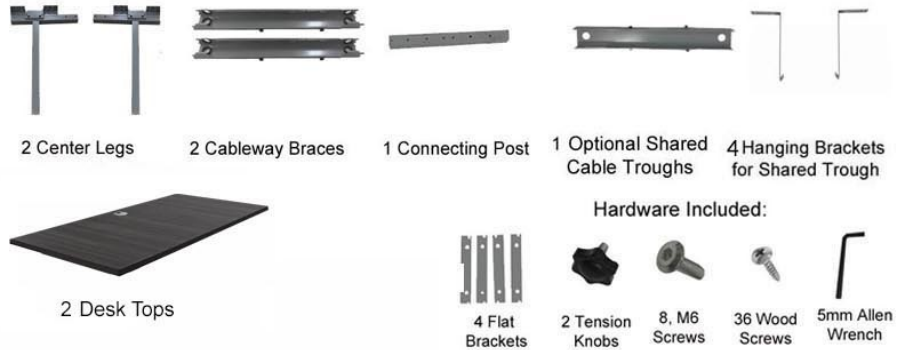
### Tools Needed

- A helper
- 5 mm Allen Wrench (provided)
- Rubber Mallet
- Power Drill or Screwdriver
- WD40 or similar lubricant

### Each 4-Person Workstation Includes:

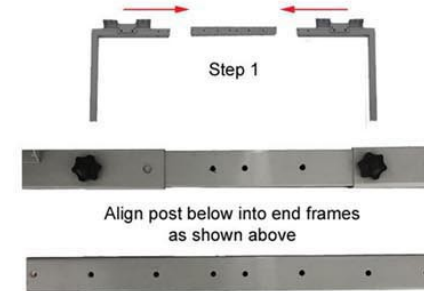


### Each 2-Person Add-On Workstation Includes



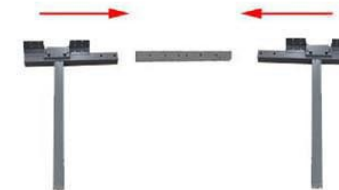
#### Step 1

Locate your first set of end frames, one connecting post and two tension knobs. The connecting post will have holes drilled on two sides of the square tube. Make sure these holes line up with the holes on the end frames. Insert the connecting post into the end frames. If post does not slide by hand, try a few squirts of WD40 and tap the frames with a rubber mallet until the post slides in. Position the connecting post as shown in the diagram below. Once the holes are aligned, screw in two tension knobs.



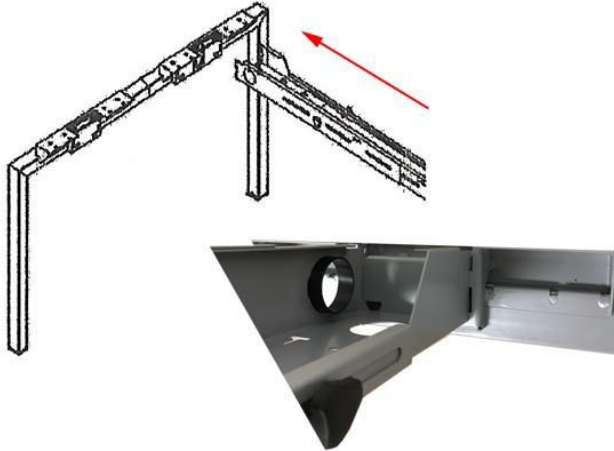
#### Step 2

Locate the 2 Center Legs, one connecting post and two tension knobs. Repeat the same steps as described above for the Center Legs and attach connecting post in same way.



### Step 3

Locate two cableway braces. Remove all tension knobs on the braces. The cableway braces fit into the end frames by hand, by inserting the tabs into the slots on the end frames. With two people, have one person hold the end frame upright while the other inserts the cableway braces. Then, using a rubber mallet, tap down on the cableway braces to lock into the frame.



### Step 4

Now, repeat the same process with the center legs. Connect the other sides of the cableway braces to the center legs in the same manner. Once done, your desk frame will look like this:



### Step 5

For the next step you will need four flat brackets, eight M6 screws and the Allen Wrench provided. Connect the flat brackets to the tops of the cableway braces with two screws each:

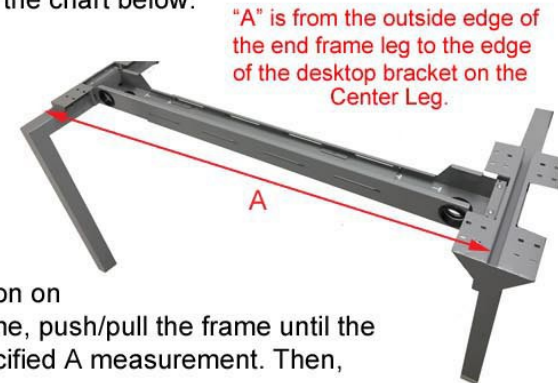


### Step 6

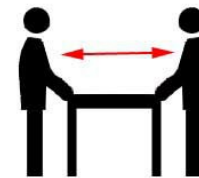
The workstation frames are adjustable to fit a variety of desk top sizes. The cableway braces slide in and out so you can adjust the workstation width to your specific desktop size.

First, you'll need to determine how wide the frame needs to be. Find your desktop size on the chart below:

Desktop Size	A
48" x 28"	47-1/4"
60" x 28"	60"
72" x 28"	71"



Then, with one person on each side of the frame, push/pull the frame until the frame is to your specified A measurement. Then, screw in all of the tension knobs on the braces and fully tighten.



### Step 7

If you purchased add-on workstation kits with your order, assemble your next set of Center Legs with one connecting post and two tension knobs, just like shown in Step 2. Then repeat Steps 3-6 to connect Cableway Braces, Flat Brackets and adjust the width of the workstations. Repeat all of these instructions for each add-on workstation kit purchased.

If you did not purchase an add-on workstation, locate your last set of End Frames and assemble as shown in Step 1. Then repeat Steps 3-6 to connect Cableway Braces, Flat Brackets and adjust the width of the workstations.

Assembled 4-Person Workstation Frame



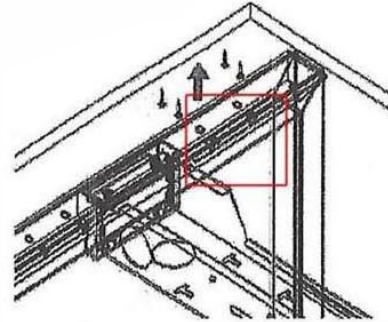
### Step 8

Once your entire benching workstation frame is completely assembled, your next step will be to attach the desktops. Locate your bag of wood screws for this step.

Place all desk tops on top of the assembled frame making sure all corners are evenly aligned on the welded desk top brackets on the frame. Once the desk tops are correctly positioned, you can now attach them to the frame.

Using a power screwdriver and a helper to keep the desk top in its correct position, use the wood screws to drill the screws in from the underside of the welded desk top brackets into the underside of the desk tops.

### Step 8



### Step 9: Optional

Included with your benching frame are Shared Cable Troughs. These allow you to route cords from the desk top grommets into the troughs to keep cords neat and organized.

To attach, clip the Hanging Brackets onto the Shared Cable Troughs by hand. The snap on to the sides of the troughs.

Using two wood screws per bracket, attach the Shared Cable Troughs by center them underneath the table tops.

View from underside



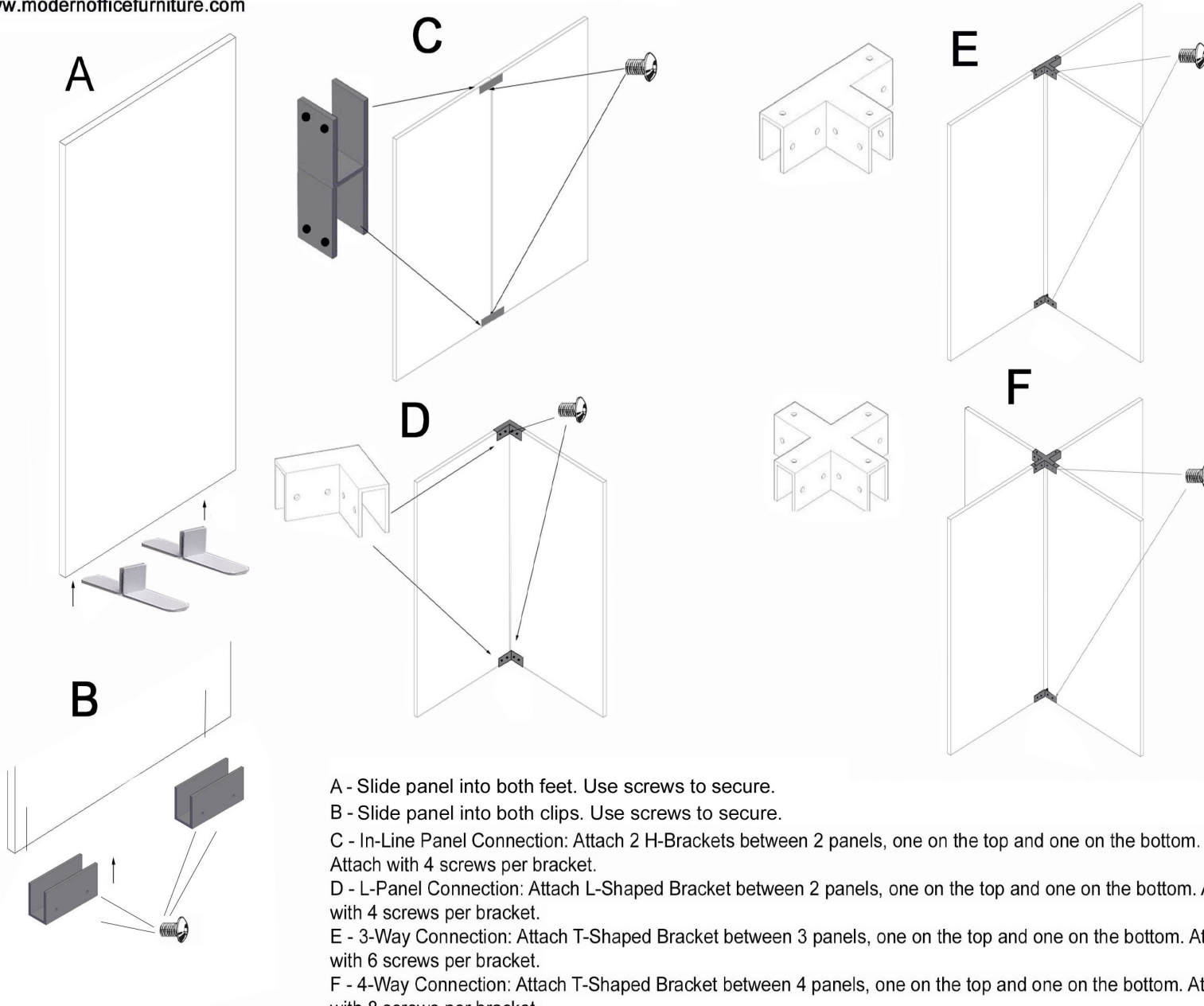
Positioning of Shared Cable Troughs shown in yellow



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# SneezeGuard Bracket Installation Guide



- A - Slide panel into both feet. Use screws to secure.
- B - Slide panel into both clips. Use screws to secure.
- C - In-Line Panel Connection: Attach 2 H-Brackets between 2 panels, one on the top and one on the bottom. Attach with 4 screws per bracket.
- D - L-Panel Connection: Attach L-Shaped Bracket between 2 panels, one on the top and one on the bottom. Attach with 4 screws per bracket.
- E - 3-Way Connection: Attach T-Shaped Bracket between 3 panels, one on the top and one on the bottom. Attach with 6 screws per bracket.
- F - 4-Way Connection: Attach T-Shaped Bracket between 4 panels, one on the top and one on the bottom. Attach with 8 screws per bracket.

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