

Office Panel Installation Instructions

Y11800-Y11822

Tools Required:
Phillips Screwdriver
Rubber Mallet
Clean Hands

Important Assembly Tips

* Use a lubricant such as WD-40 in the side panel track to remove and replace brackets as well as for sliding in End Strips. Be careful not to overspray lubricant onto fabric.

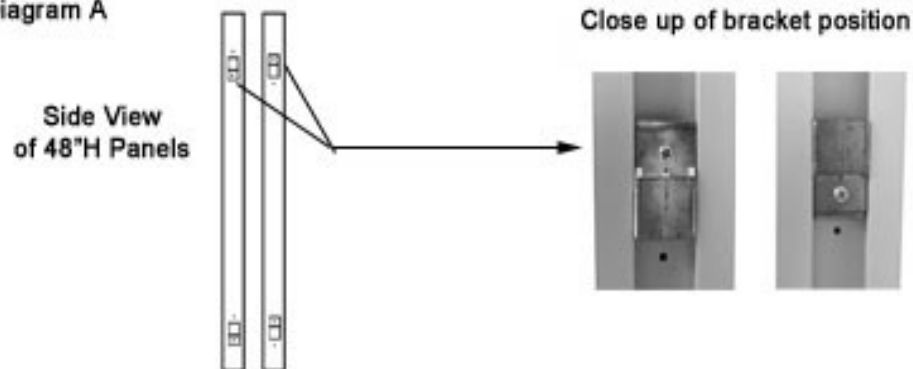
* Mounting brackets should only be very loosely attached. The pointed phillips set screw attaching the brackets is merely for bracket positioning. Leaving the brackets as loose as possible will allow the connections to fit together properly.

* When installing an arrangement of panels, installation will be easier if the brackets of the first panel have the opening facing upward (see diagram below) This way the next panel bracket drops into the receiving bracket, rather than having to lift the first panel off the floor for connection.

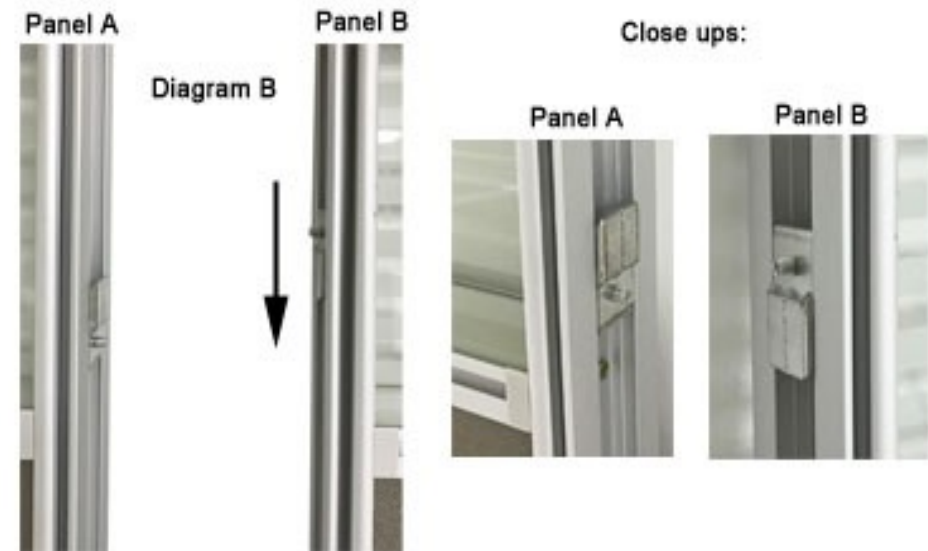
Step 1) Screw in two leveling glides to the base of each panel. Use the threaded hole furthest from the panel edge so that glides do not interfere with glides of the next panel.

Step 2) Mounting brackets are preattached on both edges of panel frame. 3 brackets are used for 67"H panels and 2 for 48"H panels. It may be necessary to back out the set screw of brackets on one side of each panel and slide them out of the channel to reverse their direction. Lubricant such as WD-40 will be helpful in sliding brackets if they jam in track. See diagram A.

Diagram A



Step 3) The brackets of your first panel should be positioned up. See Diagram B.



Step 4) Slide the second panel into the first by slightly tipping the panel and dropping the brackets down and into the upward angled brackets of the first panel.

Step 5) Connector Posts for 90 Degree, 3-way and 4-way connections will use the same method for bracketing. A base cap and leveling glide is included for the 2-1/4" posts but not the 1-1/4" posts. Top caps are included for both 2-1/4" and 1-1/4" posts.

Step 6) At the end of a panel run make use of the plastic End Strips provided with each panel to finish off the appearance of the panel. Slide out any mounting brackets from the track that will not be used, and then replace with the End Strip.

Step 7) Cable troughs can be accessed by inserting a straight blade screwdriver into the side or top edge of the metal door panel to pop it open.



Questions? Call Customer Service
at 1-800-443-5117, Monday-Friday
8:30 AM - 5:00 PM CT

Cubicle Worksurface Assembly Instructions

This guide explains how to mount the desktops once the panels have been set up
 Applies to carrels, straight cubicles, L-shaped cubicles and cluster workstations.

Tools Needed: Power Screwdriver, Phillips Screwdriver & A Helper!

Hardware Included: Silver L-Brackets, wood screws and worksurface brackets

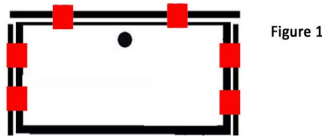
Step 1:

Once your panel carrels are assembled and freestanding, locate the small silver L-Brackets and wood screws. Quantities of brackets will vary depending on size & style of workstation. Each L-Bracket will have 4 wood screws. Each silver L-Bracket fits into the track of the panel as shown below:

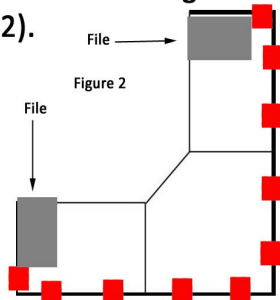


If your cubicle came without drawer pedestals, insert and evenly space two silver L-brackets on each side of the worksurface that will be in contact with the panel (Figure 1).

Red Square = bracket

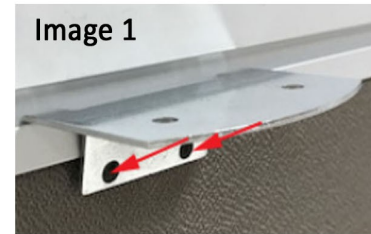


If your cubicle came with file pedestals, you will only need one bracket on the side panel adjacent to the file. Move the silver L-Bracket as far back as it will go so that the file will fit once installed (Figure 2).



Step 2:

Using two wood screws, attach the L-Brackets to the panel, drilling the screws into the taupe fabric area of the panel. This is merely for placement of the brackets so they do not slip or fall out when positioning the worksurfaces. Repeat this step for all brackets. (Image 1)



Step 3:

Set your first worksurface on top of the silver L-Brackets. Install two wood screws per L-bracket, into the underside of the worksurface like shown in Image 2. If this worksurface is going to be supported by a file pedestal, move onto Step 4 before connecting more worksurfaces. If your worksurface does not have a file support, place your next worksurface on and attach with screws. If your workstation has a corner worksurface, install one flat bracket over the left & right seams of adjoining desks. Use wood screws provided (Image 3)



Step 4 (only for cubicles with file pedestals):

Install 4 leveling glides and drawer pulls on file pedestal. Then push the pedestal under the work surface. Remove the top box drawer by locating the black tabs inside the left & right drawer slides. Push one tab down and the other tab up to release from the slides and pull the drawer out. This should give you space to install the 4 bolts to connect the file to the underside of the worksurface. Use Phillips Screwdriver to install the 4 bolts and insert box drawer back into the slides once done.

Step 5:

Insert grommet covers into the holes of the worksurface.