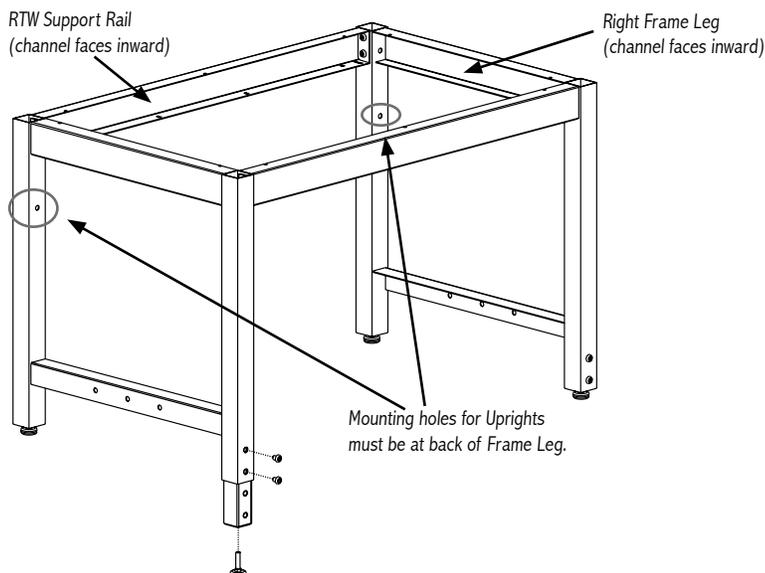




RTW Table with optional accessories

Assembly Tips

- Review entire instruction manual before proceeding.
- Production Basics nameplate indicates front of frame.
- Legs are adjustable in 2-inch increments between 30-36 or 30-42 inches high, depending on products ordered.
- Don't be a slave to gravity-recruit a co-worker to help you install and correctly position components and accessories.
- References to 'Left' and 'Right' are oriented as if you were facing the front of the workstation.
- Need help? Call Assembly Support at 800.318.2770.

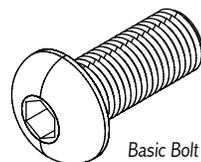


Workstations

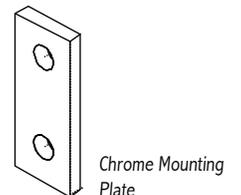
RTW TABLE

Item Numbers 3000-3115

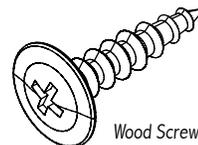
PARTS AND HARDWARE	QUANTITY
Frame Legs (left and right specific)	2
Leg Adjusters	4
RTW Support Rail	2
Chrome Mounting Plate	4
Worksurface	1
Leveling Feet	4
Wood Screws	12
Basic Bolts	16
7/32 Allen Wrench	1
Other Items Needed (not included)	
Phillips head drill or screwdriver	
Rubber mallet	
Level	
Tape Measure	



Basic Bolt

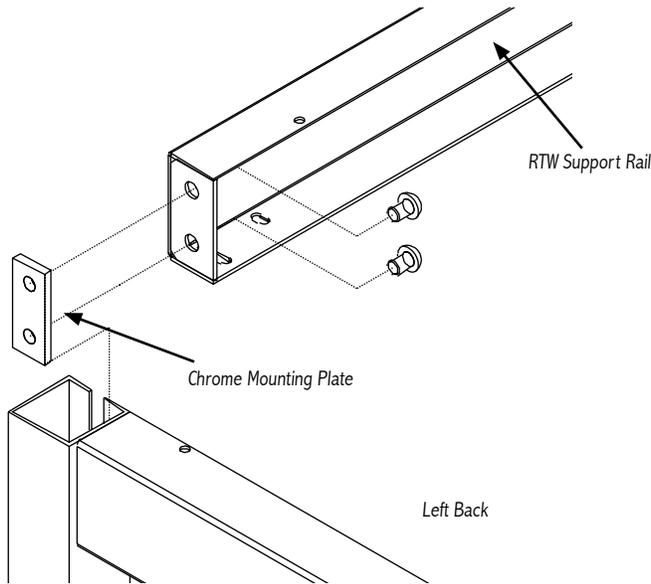


Chrome Mounting Plate

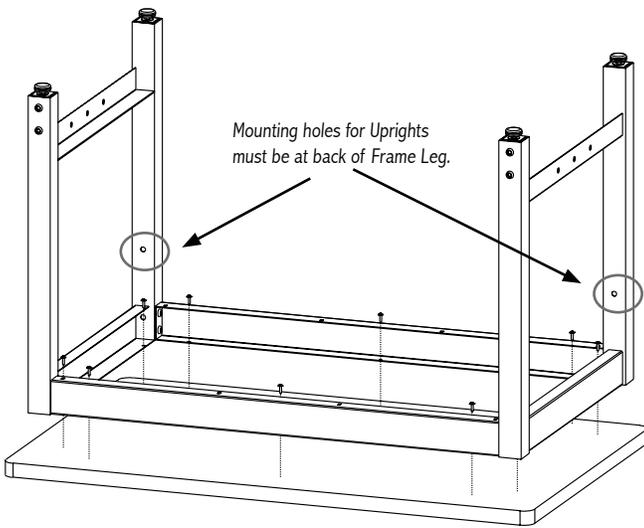


Wood Screw

1. Open the cartons and identify the left and right Frame Legs and RTW Support Rail. Position Frame Legs so that mounting holes for Uprights are at the back of the RTW Table. Frame Legs have a horizontal open channel that faces inward.
2. Screw the levelling feet all the way into the leg adjusters.
3. Slide leg adjusters into bottom of Frame Legs. Determine desired table height and secure position by inserting two (2) Basic Bolts. Adjust leveling feet if necessary.

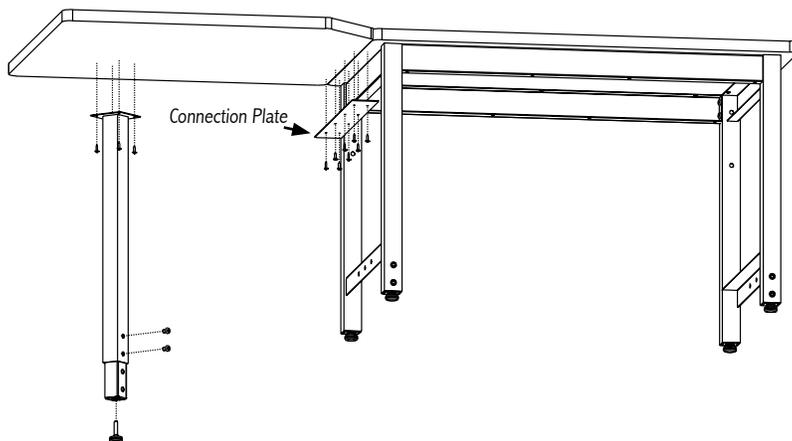


4. Locate Support Rail. Loosely attach the Chrome Mounting Plate to the outside of the Support Rail with two (2) Basic Bolts using Allen wrench provided.
5. Slip the Chrome Mounting Plate into the slot on the frame leg as shown. The leg will be between the Chrome Mounting Plate and the Support Rail. Repeat for all sides and tighten bolts.
6. Invert the assembled RTW frame onto the underside of the worksurface. Position the worksurface and frame so that it is flush with the back of unit with equal overhang, left and right.
7. For laminate and hardwood worksurfaces, attach the worksurface to the frame by drilling wood screws through the pre-drilled holes in the Support Rails and Frame Legs, then into underside of worksurface. For other surfaces, specific instructions are included with your worksurface. Turn RTW Table right side up.



RTW ADD-ON CORNER

Item Numbers 3418-3519



PARTS AND HARDWARE	QUANTITY
Height Adjustable Leg (2 pieces)	1
Leveling Foot	1
Connection Plates	2
Laminate Worksurface	1
Basic Bolts	2
Wood Screws	20
7/32 Allen Wrench	1
Other Items Needed (not included)	
Phillips head drill or screwdriver	

• **Note: Add-on Corner requires two (2) RTW Tables for proper assembly. Assemble RTW Tables before assembling Add-on Corner.**

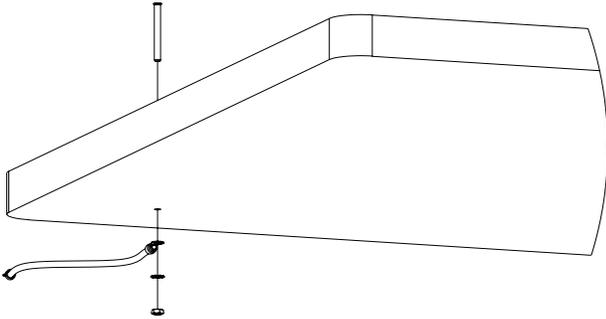
1. Insert two (2) Basic Bolts into adjustable leg, determining height. Screw in Leveling Foot
2. Insert four (4) wood screws through connection plate and into the underside of the worksurface on the existing RTW Table. Repeat for other connection plate on opposite RTW Table.
3. Place the corner laminate worksurface in between the workstations. Secure with wood screws through the connection plate.
4. Use wood screws to attach adjustable leg to underside of worksurface 1" from edge.

**Production
BASICS**

Need Help? Call Assembly Support at 800.318.2770

GROUND BOLT

For ESD Laminate Worksurfaces and Shelving



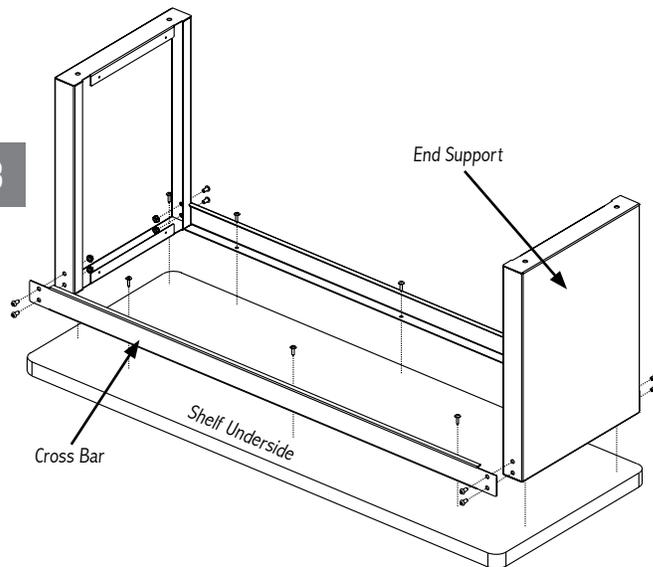
PARTS AND HARDWARE	QUANTITY
Ground Bolt	1
Ground Wire	1
Washer	1
Nut	1

1. Insert Ground Bolt through top of work surface through pre-drilled hole.
2. Slip ground wire over bolt underneath the work surface. Add washer and nut then tighten.
3. Ground other end of wire to electrical ground.
4. For additional information on grounding, contact your company's ESD manager or the ESD Association at 315.339.6937, www.esda.org.

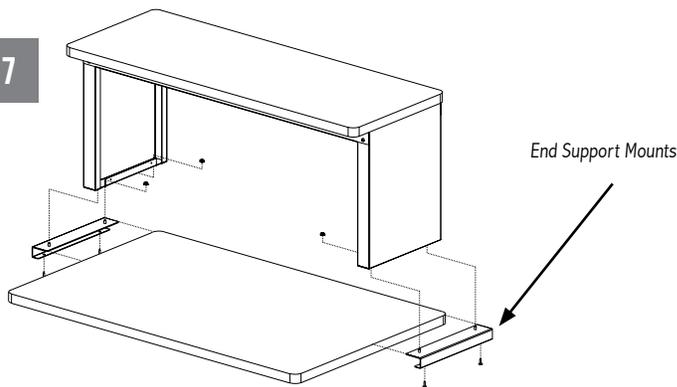
RTW RISER SHELF & POWER PANEL

Item Numbers 8467-8474, 8328-8329

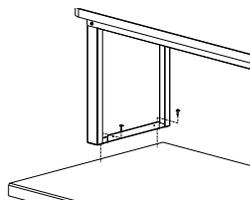
Steps 1-3



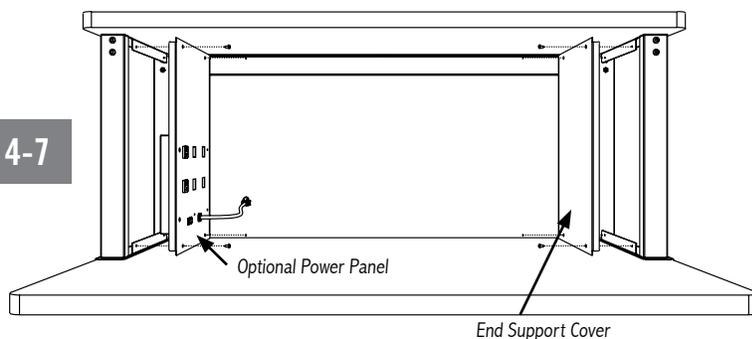
Steps 4-7



Step 4a



Steps 4-7



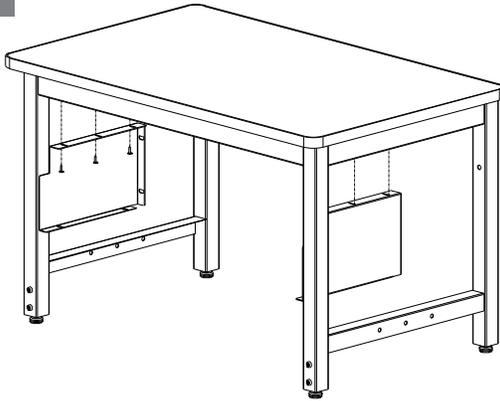
PARTS AND HARDWARE	QUANTITY
End Supports	2
Cross Bars	2
End Support Mount	2
End Support Cover	2
Laminate Shelf	1
Tek Screws	8
Wood Screws	14
Kep Nut	12
1/4-20 Screws- 1/2"	8
Power Panel (if ordered)	1
5/32 Allen Wrench	1
Other Items Needed (not included)	
Phillips head drill or screwdriver	
Tape Measure	

1. Attach Cross Bars to End Supports with nuts and bolts as shown.
2. Invert laminate shelf and position frame from step #1 on top with a 3/8" overhang on left and right sides and back. Front will have a 3 3/8" overhang. Ensure the t-mold seam is positioned in the back and the Production Basics ID label is on the front.
3. Use wood screws to secure frame to shelf. Set aside until step 5.
4. Slide End Support Mounts over right and left edges of worksurface on assembled RTW Table with studs facing up.
 - a. For other worksurface thicknesses that cannot use end support mounts. Attach directly through End Supports from inside through worksurface. Skip to Step 8.
5. Flip shelf assembly from step #3. Position holes in bottom of End Supports over End Support Mounts. Secure nuts onto studs to hold Riser Shelf to end support mounts.
6. Slide Riser Shelf toward rear of bench. End Supports should be approximately 3/4" from rear edge of bench.
7. Secure Riser Shelf to underside of bench using wood screws through end support mounts.
8. Install End Support Covers onto inside of end supports with tek screws. If installing Power Panel (Item #8328 or 8329), do so on inside left of Riser Shelf, in place of the left end support cover.

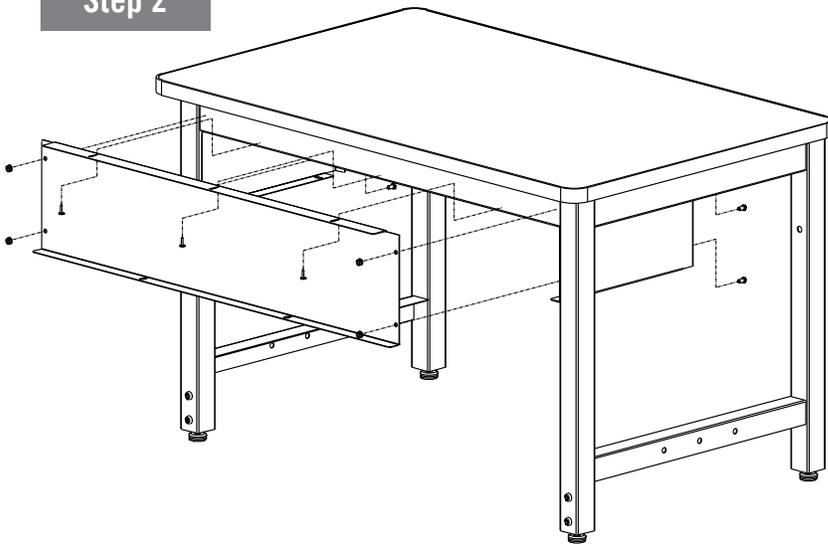
SUPPLY COMPARTMENT

Item Numbers 8497-8499

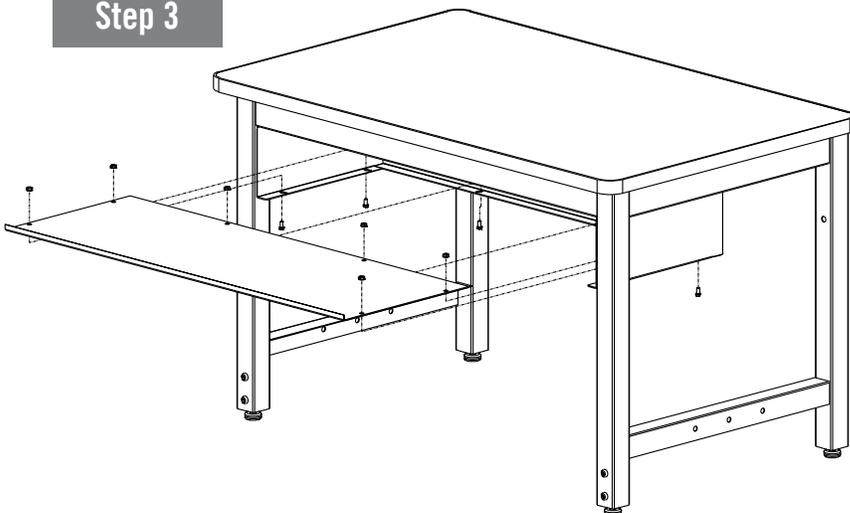
Step 1



Step 2



Step 3



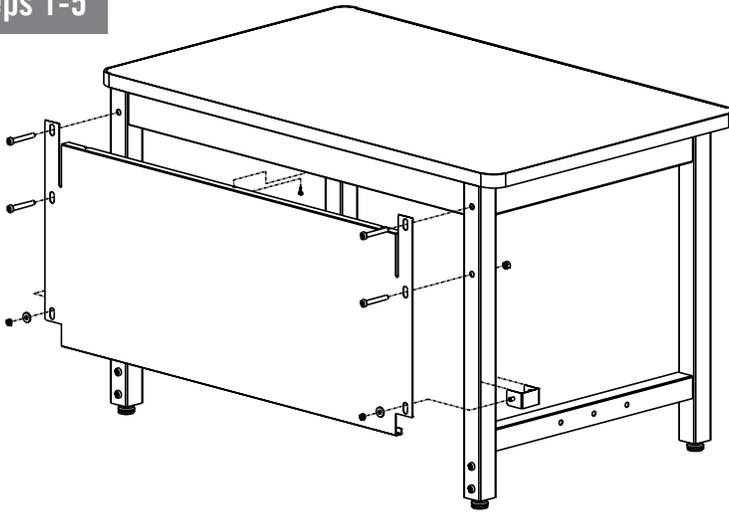
PARTS AND HARDWARE	QUANTITY
Supply Compartment Ends	2
Supply Compartment Back	1
Supply Compartment Base	1
Wood Screws	9
Keq Nuts	10
1/4-20 Bolts- 1/2"	10
Other Items Needed (not included)	
Phillips head drill or screwdriver	

1. Use wood screws to attach Supply Compartment Ends to underside of worksurface. Make sure the side without a flange is positioned forward the outside of the the Compartment ends are flush with RTW Table legs.
2. Attach Supply Compartment Back to the Compartment Ends using nuts and bolts. Secure with wood screws through the top flange on the underside of the worksurface.
3. Slide Supply Compartment Base on to the Ends/Back assembly. Make sure the lip is in the front of the table. Secure with nuts and bolts.

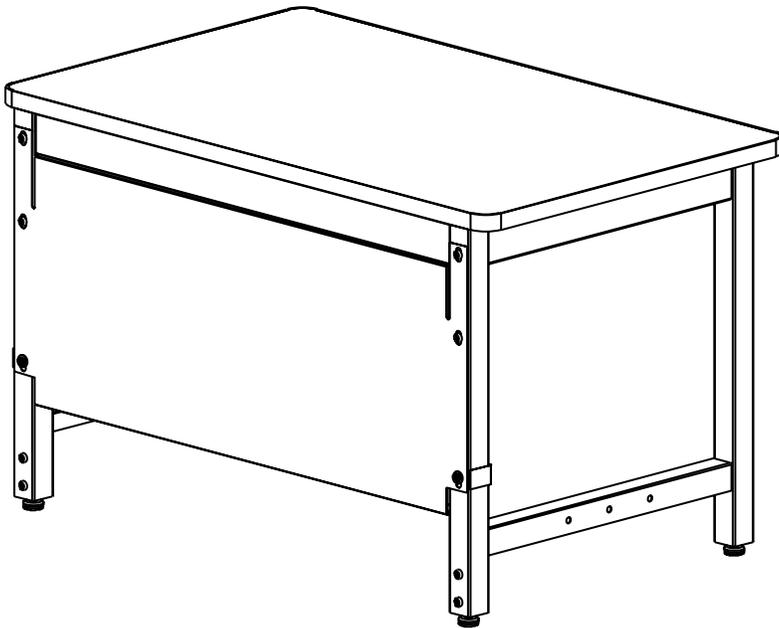
RTW MODESTY PANEL

Item Numbers 8750, 8751, 8752, 8753

Steps 1-5



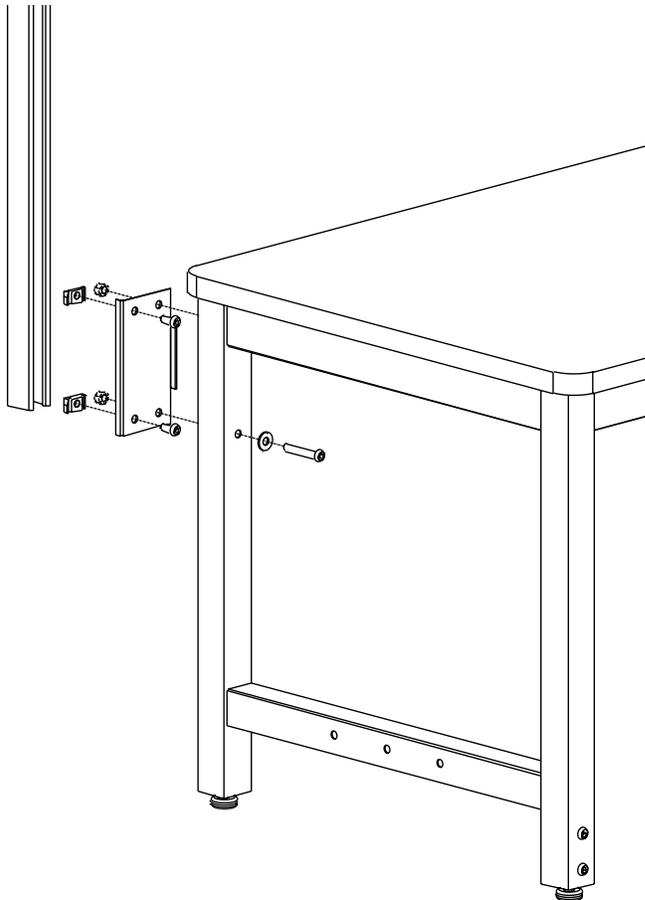
Step 2



PARTS AND HARDWARE	QUANTITY
Modesty Panel	1
Lower Mounting Bracket	2
5/16- 18 Kep Nuts	2
3/8- 16 Kep Nuts	4
3/8-16 Bolts- 2 3/4"	4
5/16 Flat Washer	2
#8 Tek Screw- 1/2"	1
Other Items Needed (not included)	
Phillips head drill or screwdriver	

1. Align Modesty Panel onto rear of RTW frame as shown.
2. Install 3/8- 16 bolts into top slots on Modesty Panel and RTW Frame. Lightly secure using 3/8- 16 Kep Nuts- do not tighten
3. Install lower brackets and kep nuts into bottom slots of Modesty Panel and hook around RTW Frame. Lightly attach- do not tighten.
4. Slide Modesty Panel up until the top flange is tight against the Support Rail. Tighten bolts and kep nuts into top slots of Modesty Panel and RTW.
5. Tighten all nuts and bolts.
6. Attach Tek screw into center of RTW Modesty Panel and then into Support Rail from back of workbench to secure panel to RTW.

UPRIGHTS WITH MOUNTING KIT (for RTW, PedSys & Easy-Lift 4-post)
Item Numbers 8530, 8531, 8535, 8536



ACCESSORIES

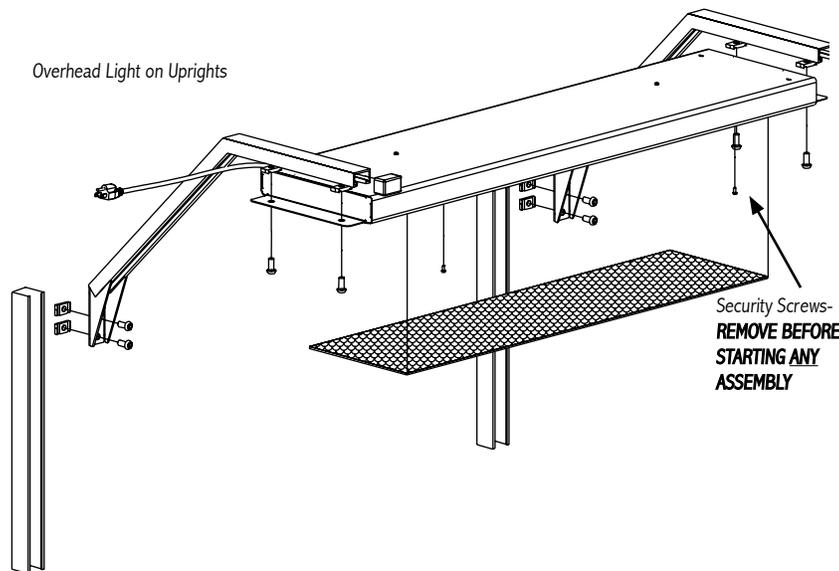
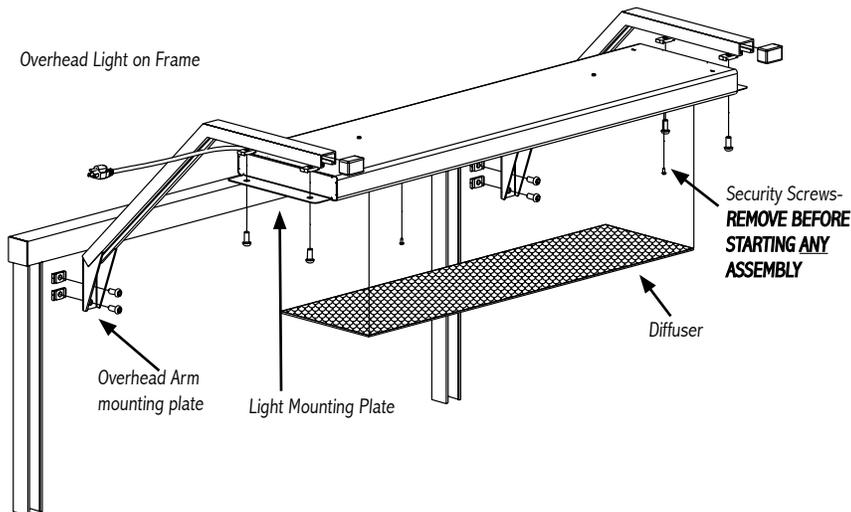
PARTS AND HARDWARE	QUANTITY
Uprights	2
3/8-16 x 2 3/4" Bolts	4
3/8-16 Kep Nuts	4
3/8 Washers	4
Basic Bolts	4
Basic Nuts	4
Mounting Plates	2
7/32 Allen Wrench	1

• **Note: For correct installation of Upright, ensure the worksurface is positioned flush with back of the workstation.**

1. Attach the mounting plate by inserting one (1) 3/8-16 x 2 3/4" bolt and washer through both pre-drilled holes on the back of each Frame Leg, then through holes on the mounting plate. Secure with nut. For correct installation, position the short flange of the mounting plate around the inside corner of the Frame Leg, as shown. Repeat for other side of workstation.
2. Insert a Basic Bolt into each hole on the front of the mounting plate. Secure with Basic Nut with grooves facing the mounting plate. Turn only one revolution. Repeat for other mounting plate.
3. Position Uprights against the two (2) Basic Nuts on each mounting plate. Turn Basic Bolts 90 degrees clockwise to grip. Tighten the Bolts. Repeat for other Upright. Ensure Uprights make contact with both Basic Nuts.

OVERHEAD LIGHT & OVERHEAD ARMS

Item Numbers 8500, 8504, 8505, 8510, 8512, 8514, 8516, 8518, 8538



ACCESSORIES

PARTS AND HARDWARE	QUANTITY
Overhead Arms	2
End Caps	2
Basic Bolts	4 (Arms only) 8 (With light)
Basic Nuts	4 (Arms only) 8 (With light)
Light Unit	1
7/32 Allen Wrench	1
Other Items Needed (not included)	
24" T8 bulb for 36"	3
36" T8 bulb for 48"	3
48" T8 bulb for 60" & 72"	3
Phillips head screwdriver	
Tape Measure	

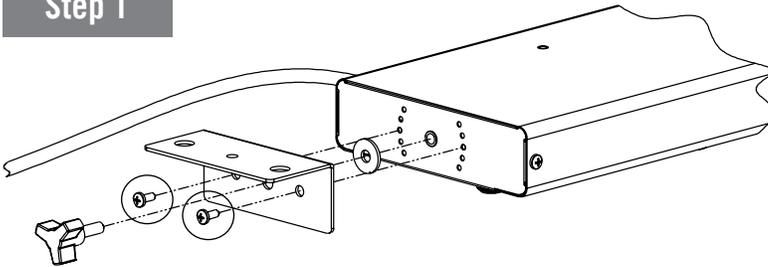
• **Note: To install Overhead Arms only, perform steps 3 & 4.**

1. **Unscrew 2 security screws on face of light unit.** Remove plastic diffuser.
2. Insert T8 light bulbs into fixture. Plug light in to test correct installation of bulbs. Replace diffuser and security screws.
3. Insert two (2) Basic Bolts into mounting plate on Overhead Arm. Secure with Basic Nut with grooves facing the back of the mounting plate. Turn only one revolution. Repeat for other Overhead Arm.
4. Insert Basic Nuts attached to Overhead Arm mounting plate into frame channel of workstation or Uprights and turn Basic Bolt 90 degrees clockwise to grip. Top of mounting plate should be flush with top of frame cross member. Tighten the bolts. Repeat for other Overhead Arm.
5. Insert 4 Basic Bolts from bottom into light mounting plate. Secure with 4 Basic Nuts with grooves facing down. Turn only one revolution.
6. Position light unit with cord facing the frame. Insert Basic Nuts attached to light unit into Overhead Arm channel and turn Basic Bolt 90 degrees clockwise to grip.
7. Slide the light unit to the desired position. Tighten the bolts. Slide End Caps onto front ends of Overhead Arms.

OVERHEAD LIGHT, WITH DIMMER

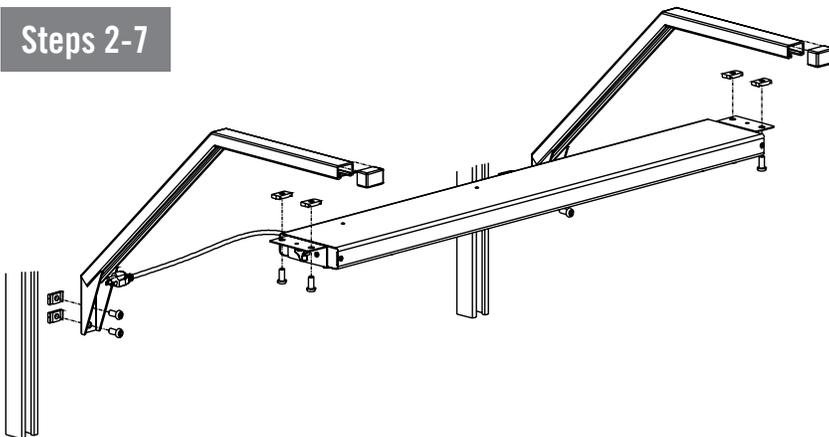
Item Numbers 8900, 8901, 8902, 8903, 8904, 8905, 8906, 8907, 8908

Step 1



Step 1a

Steps 2-7



ACCESSORIES

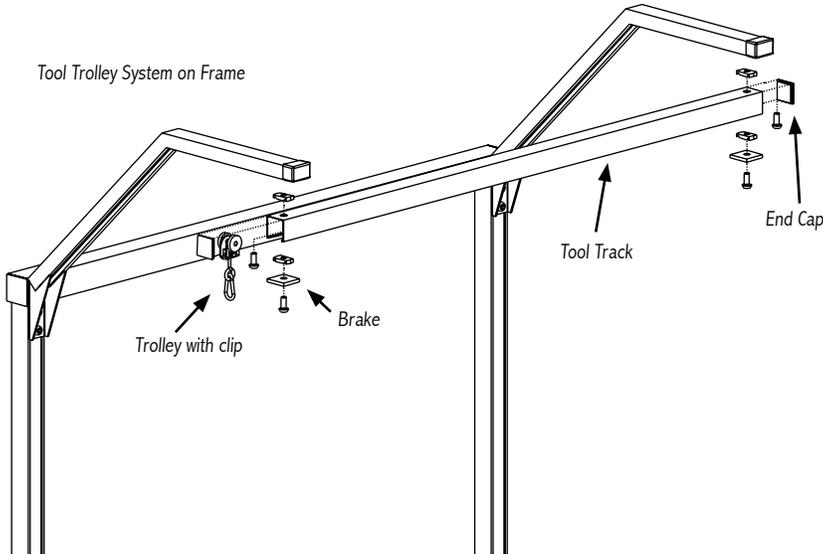
PARTS AND HARDWARE	QUANTITY
Overhead Arms	2
End Caps	2
Basic Bolts	4 (Arms only) 8 (With light)
Basic Nuts	4 (Arms only) 8 (With light)
Light Unit	1
Light Mounting Brackets	2
7/32 Allen Wrench	1
3-Lobe Knob	2
1/4" Washer	2
Tek Screw	4
Other Items Needed (not included)	
Phillips head screwdriver	
Tape Measure	

•Note: To install Overhead Arms only, perform steps 3 & 4.

- Install light mounting brackets on each end of light using a 3-Lobe Knob and washers. Mounting bracket should be flush with the top of the light unit.
 - To lock in the fixed position, install using 3-Lobe Knob and sheet metal screws.
- Insert Basic Bolts from bottom of each light mounting bracket and secure with Basic Nuts. Turn only one revolution. Repeat for other bracket.
- Insert two (2) Basic Bolts into mounting plate on Overhead Arm. Secure with Basic Nut with grooves facing the back of the mounting plate. Turn only one revolution. Repeat for other Overhead Arm.
- Insert Basic Nuts attached to Overhead Arm mounting plate into frame channel of workstation or Uprights and turn Basic Bolt 90 degrees clockwise to grip. Top of mounting plate should be flush with top of frame cross member. Tighten the bolts. Repeat for other Overhead Arm.
- Position light unit with cord facing the frame. Insert Basic Nuts attached to light unit into Overhead Arm channel and turn Basic Bolt 90 degrees clockwise to grip.
- Slide the light unit to the desired position. Tighten the bolts. Slide End Caps onto front ends of Overhead Arms.
- To adjust angle, loosen the 3-lobe knob on each end of the light and tilt to desired angle. Tighten knobs.

TOOL TROLLEY SYSTEM

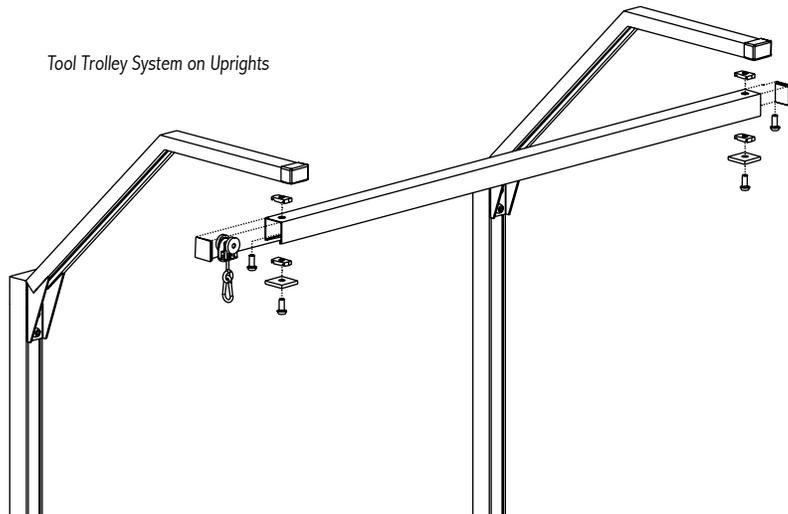
item Numbers 8339, 8340, 8343, 8346



PARTS AND HARDWARE	QUANTITY
Tool Track	1
Trolley with clip	1
Trolley Brake	2
Basic Bolts	4
Basic Nuts	4
End Caps	2
7/32 Allen Wrench	1

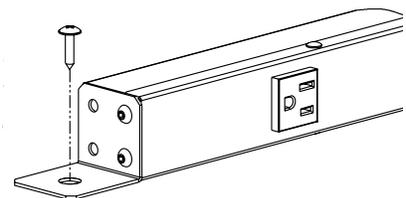
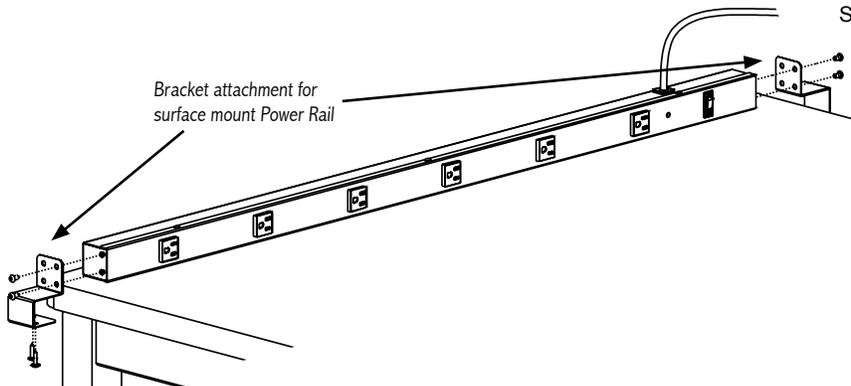
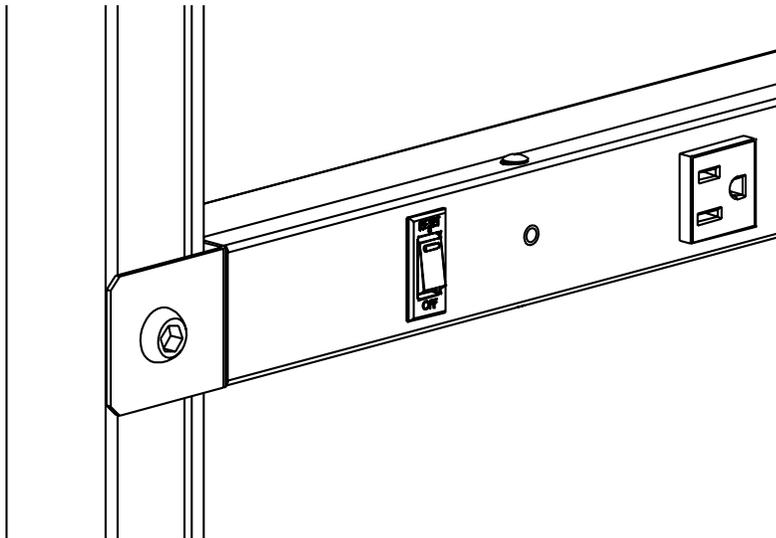
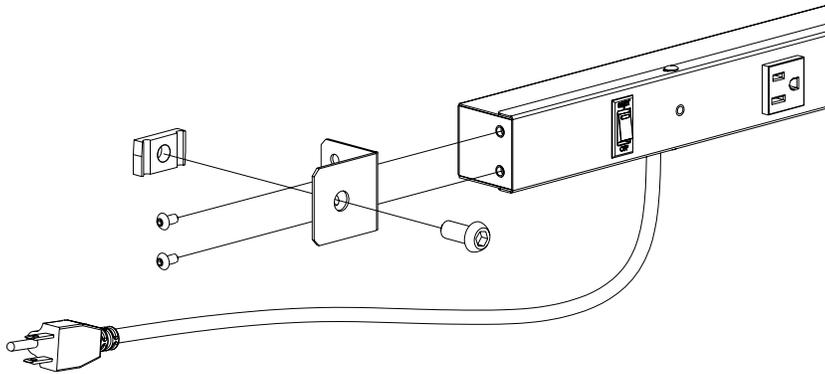
• **Note: Install Overhead Arms (sold separately) before Tool Trolley System.**

1. Insert Basic Bolts into hole on Tool Track and secure with Basic Nut.
2. Position Track spanning the width of the Overhead Arms. Insert the Basic Nut into the Overhead Arm channel, turn bolt 90 degrees and tighten.
3. Ensure an end cap is secure on each end of the Track and there is a 'brake' positioned on each end of the track.



POWER RAIL

Item Numbers 8319-8324, 8326, 8327



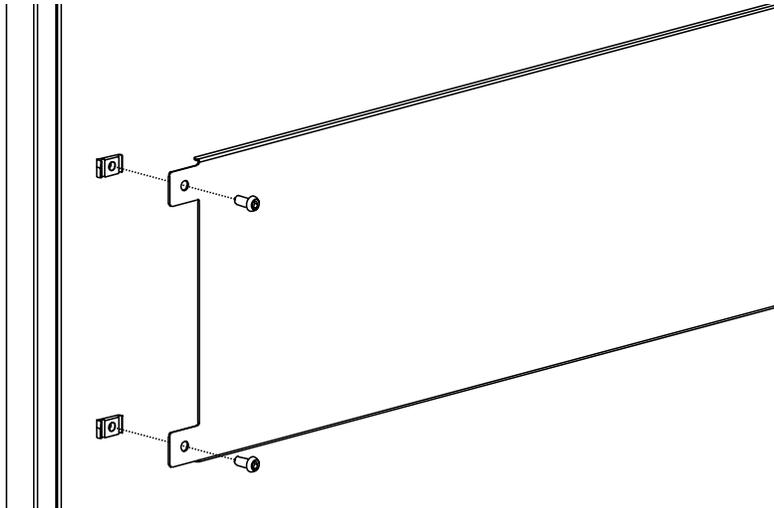
PARTS AND HARDWARE	QUANTITY
Power Rail	1
Basic Bolt	2
Basic Nuts	2
Wood Screws	4
Bracket- frame mount	2
Bracket-table mount	2
Bracket bolts	4
7/32 Allen Wrench	1
Medium 1/8 Allen Wrench for bracket bolts	1
Other Items Needed (not included)	
Phillips head screwdriver or drill	
Tape measure	
Level	

• **Note: Surface Mount method is not compatible with C-Leg Series workstations.**

- To install Power Rail to an Upright or Frame, attach brackets to Power Rail as shown.
- Insert a Basic Bolt into bracket. Add a Basic Nut and turn one revolution.
- Install Power Rail at any height on your Uprights, Frame or Overhead Arms. Ensure the Power Rail is level before tightening.
- Alternate mounting to RTW, Easy-Lift or existing work table with a 1.25" thick worksurface: use enclosed bracket shown left to mount Power Rail to your worksurface. Secure under the worksurface with wood screws.
 - For other worksurface thicknesses, use bracket from Step 1 and attach directly to surface.

GLOBAL INSTALLATION: These instructions apply to the following accessories:

Peg Board	Item Numbers 8721-8724
Bin Panel Enclosure	Item Numbers 8312-8315
Tack Board	Item Numbers 8729, 8730, 8733, 8735
Modesty Panel	Item Numbers 8705, 8709, 8712, 8715
Magnetic Dry Erase Board	Item Numbers 8716-8719
Multi- Panel Enclosures	Item Numbers 8776-8797



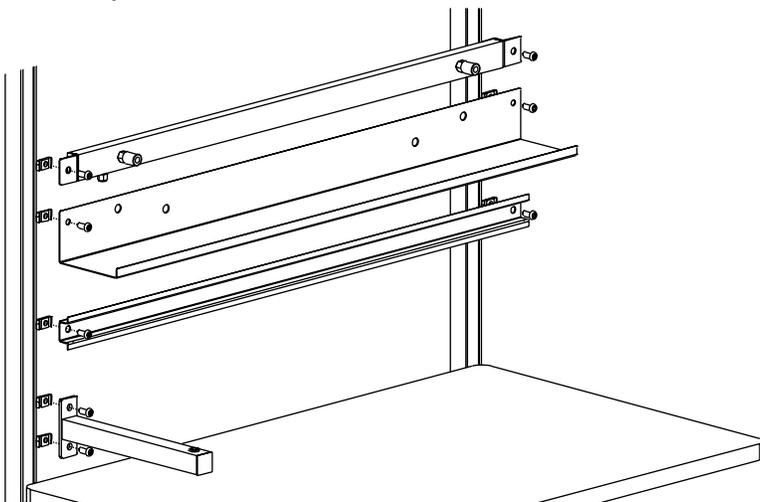
ACCESSORIES

PARTS AND HARDWARE	QUANTITY
Basic Bolts	4
Basic Nuts	4
7/32 Allen Wrench	1
Other Items Needed (not included)	
Tape Measure	
Level	

1. Insert a Basic Bolt into the holes on the product's mounting plate. Secure with a Basic Bolt by turning one revolution.
2. Insert the nuts into the Frame or Uprights and tighten bolts.
3. Repeat for other side

GLOBAL INSTALLATION: These instructions apply to the following accessories:

Tool Shelf and Bin Rail	Item Numbers 8492-8494
Universal Mount	Item Numbers 8640, 8643
Cable Trough	Item Numbers 8620-8623
Binder Holder	Item Numbers 8352
Document Holder	Item Numbers 8353
Peg Board Panel	Item Numbers 8626, 8649
Parts Bin Panel	Item Numbers 8627, 8639
Tray Arm	Item Numbers 8630, 8631
Flat Screen Monitor Arm	Item Numbers 8632
Air Rail	Item Numbers 8330, 8331, 8333, 8336
Bin Rail	Item Numbers 8300, 8301, 8303, 8306
Universal Mounting Bar	Item Numbers 8675-8678

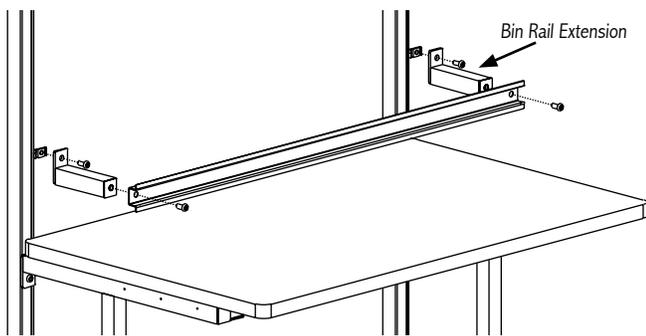


PARTS AND HARDWARE	QUANTITY	
	BASIC BOLTS	BASIC NUTS
Tool Shelf and Bin Rail	2	2
Universal Mount	2	2
Cable Trough	2	2
Binder Holder	2	2
Parts Bin Panel	2	2
Air Rail	2	2
Bin Rail	2	2
7/32 Allen Wrench	1	
Other Items Needed (not included)		
Tape Measure		
Level		

1. Insert a Basic Bolt into the holes on the product's mounting plate. Secure with a Basic Nut by turning one revolution.
2. Insert the nuts into the Frame or Uprights and tighten bolts.
3. Repeat for other side.

BIN RAIL EXTENSION

Item Numbers 8308, 8310

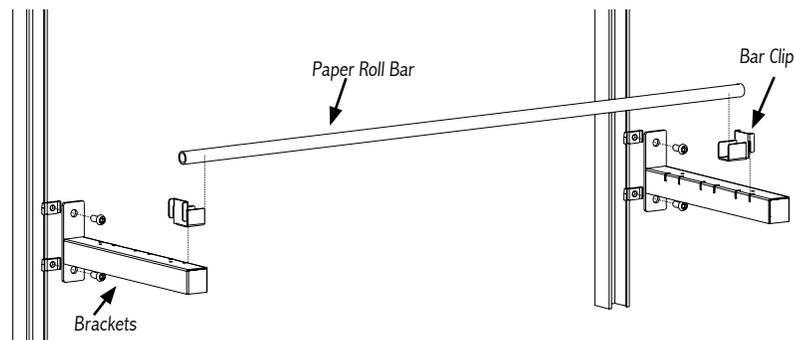


PARTS AND HARDWARE	QUANTITY
Basic Bolts	2
Basic Nuts	2
Bin Rail Extension	2
7/32 Allen Wrench	1

1. Attach extension to back of Parts Bin Rail by inserting a Basic Bolt through hole on the Bin Rail and into Extension. Repeat for other side. Tighten bolts.
2. Insert Basic Bolt through mounting plate on Extension, secure with a Basic Nut, turning one revolution.
3. Insert the nuts into the Frame or Uprights and tighten bolts.

ENCLOSURES: PAPER & LABEL ROLL HOLDER

Item Numbers 8740-8743

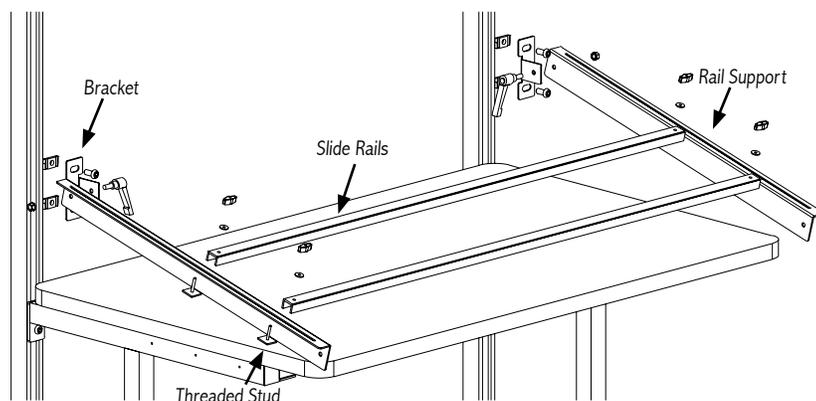


PARTS AND HARDWARE	QUANTITY
Paper Roll Bar	1
Brackets	2
Bar Clip	2
Basic Bolts	4
Basic Nuts	4
7/32 Allen Wrench	1

1. Insert Basic Bolt into holes on bracket. Secure with a Basic Nut turning one revolution.
2. Insert Nuts into Frame or Upright and tighten bolts. Notches on brackets face inward, as shown. Repeat for other bracket. Measure or use a level to ensure brackets are at the same height.
3. Insert the bar clip into one of 3 positions on the bracket. Repeat for other bar clip in the same position.
4. Add labels, foam or paper rolls to rod and nest rod into each bar clip.

ENCLOSURES: SLIDE LINE

Item Numbers 8770- 8773

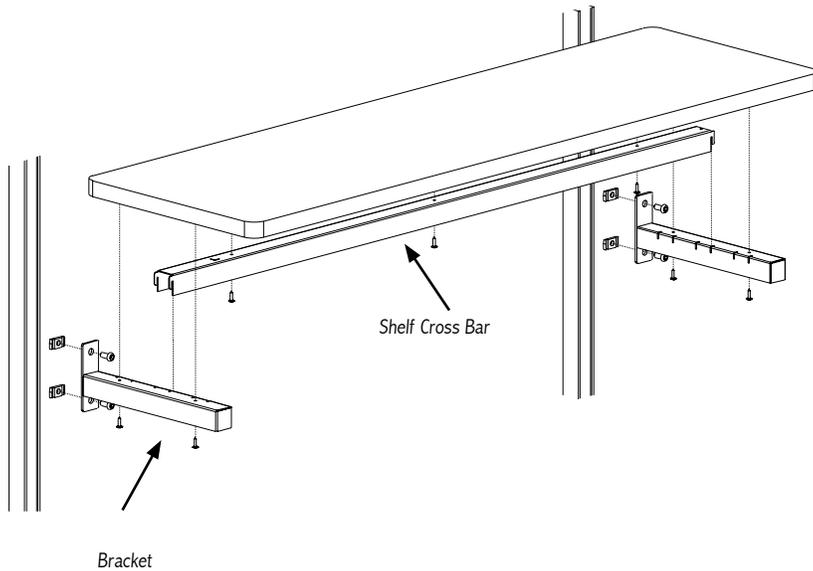


PARTS AND HARDWARE	QUANTITY
Slide Rails	2
Brackets	2
Rail Support	2
Basic Bolts	4
Basic Nuts	4
Handles	2
Keyp Nut	2
Threaded Stud and Knob	4
7/32 Allen Wrench	1

1. Insert Basic Bolt into holes on bracket. Secure with a Basic Nut turning one revolution.
2. Position brackets on the left and right with bracket flange on the inside, as shown. Insert Nuts through bracket and into Frame or Upright as shown in diagram and tighten bolts. Repeat for other bracket. Measure or use a level to ensure brackets are at the same height.
3. Position rail supports as shown. Line up holes on rail supports with holes on bracket flange. Insert a handle into the hole from the inside (recommended) and secure with a key nut.
4. To install slide rails, position rails to accommodate your circuit boards and insert a threaded stud through the bottom of the rail support and slide rail. Secure with silver knob.

SHELVING: LAMINATE SHELF

Item Numbers 8417-8439, 8449-8461



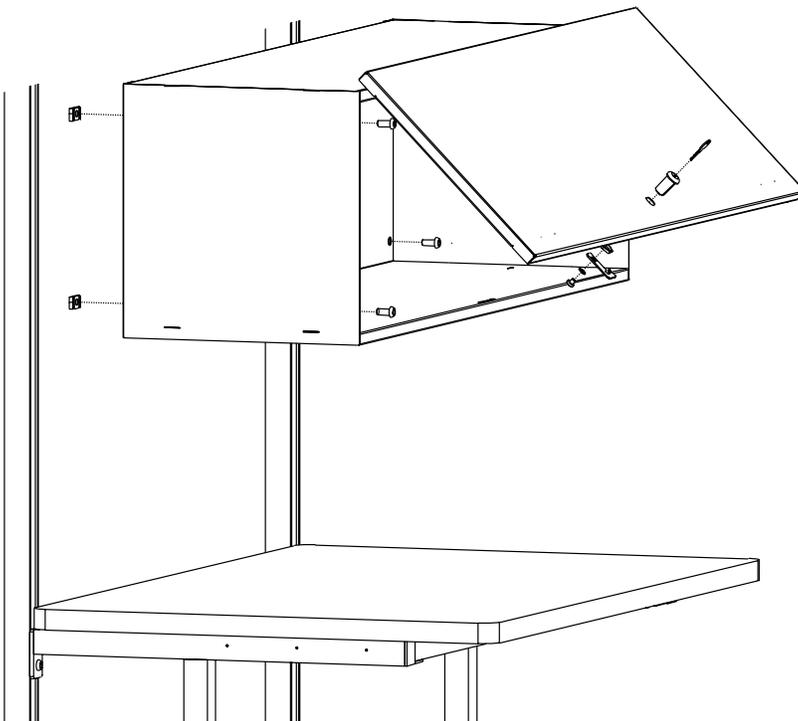
ACCESSORIES

PARTS AND HARDWARE	QUANTITY
Laminate Shelf	1
Brackets	2
Cross Bar	1
Basic Bolts	4
Basic Nuts	4
Wood Screws	8
7/32 Allen Wrench	1
Other Items Needed (not included)	
Phillips head screwdriver or drill	
Tape Measure	
Level	

1. Insert Basic Bolt into holes on bracket. Secure with a Basic Nut turning one revolution.
2. Insert Nuts into Frame or Upright and tighten bolts. Notches on brackets face inward. Repeat for other bracket. Measure or use a level to ensure brackets are at the same height.
3. Insert the shelf cross bar into frontmost position (recommended).
4. Place shelf on top of bracket installation and secure with wood screws underneath the shelf.

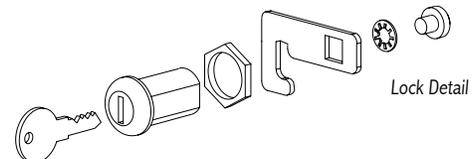
STORAGE CABINET

Item Numbers 8551-8553



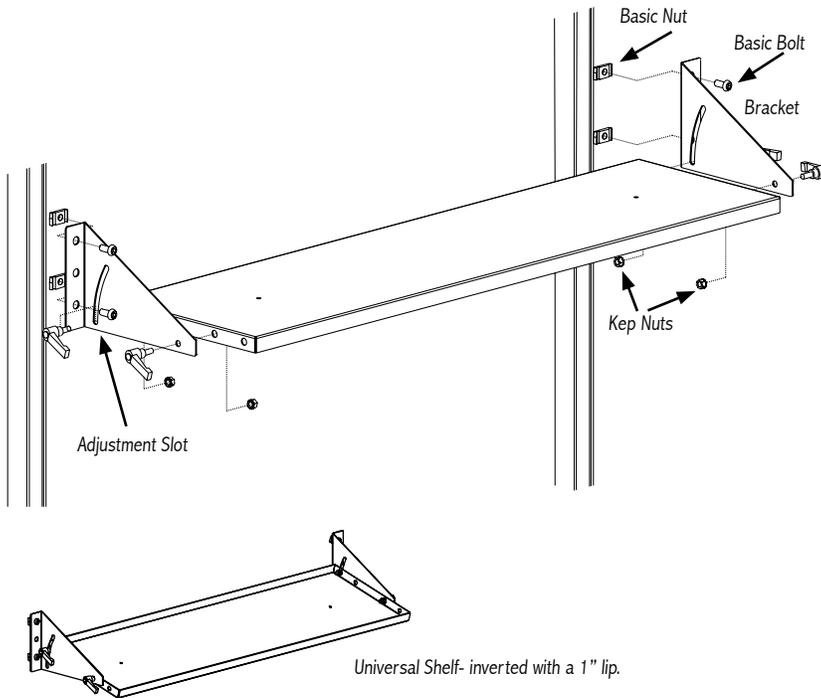
PARTS AND HARDWARE	QUANTITY
Storage Cabinet	1
Lock mechanism	1
Basic Bolts	4
Basic Nuts	4
7/32 Allen Wrench	1

1. Open Storage Cabinet and slide door back.
2. Insert Basic Bolts into the holes on the inside corners of the Cabinet. Secure with a Basic Nuts and turn one revolution.
3. Position Storage Cabinet on frame and turn bolts 90 clockwise to grip channel. Tighten bolts.
4. To install the lock, push the lock mechanism through the hole in front of the cabinet door. Assemble as shown. Ensure the unthreaded part of the lock and the key teeth face upwards.



SHELVING: UNIVERSAL

Item Numbers 8390-8397, 8410-8416



ACCESSORIES

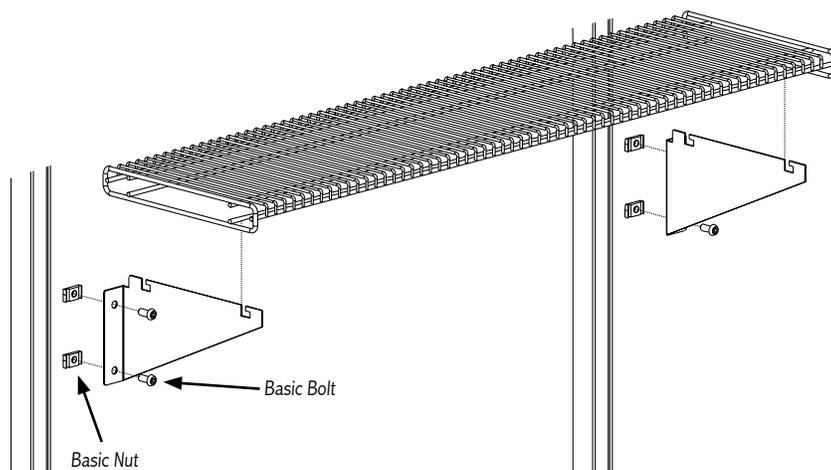
PARTS AND HARDWARE	QUANTITY
Metal Universal Shelf	1
Brackets	2
Basic Bolts	4
Basic Nuts	4
Handles	4
Kep Nuts	4
7/32 Allen Wrench	1
Other Items Needed (not included)	
Phillips head screwdriver or drill	
Tape Measure	
Level	

• **Note: Universal Shelf can be installed as flat surface or sloped with a 1-inch lip.**

1. Insert Basic Bolt into holes on shelf bracket. Secure with Basic Nut and turn only one revolution. Repeat for other side of bracket.
2. Position brackets as shown. Insert Basic Nuts attached to shelf bracket tabs into frame channel. Turn Basic Bolt 90 degrees clockwise to grip.
3. Slide brackets to desired height. Measure or use a level to ensure brackets are at the same height. Tighten brackets on frame or uprights.
4. Position shelf to line up with adjustment slots on bracket. Insert handle from outside into adjustment slots and secure with kep nut. Repeat for all four handles.

SHELVING: WIRE

Item Numbers 8400, 8401, 8403, 8406



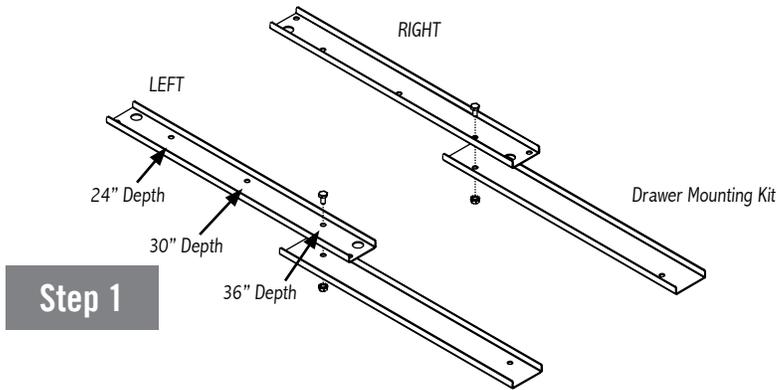
PARTS AND HARDWARE	QUANTITY
Wire Shelf	1
Brackets	2
Basic Bolts	4
Basic Nuts	4
7/32 Allen Wrench	1
Other Items Needed (not included)	
Tape Measure	
Level	

1. Insert Basic Bolt into holes on shelf bracket. Secure with Basic Nut and turn only one revolution. Repeat for other bracket.
2. Position brackets as shown. Insert Basic Nuts attached to shelf bracket tabs into frame channel. Notches indicate top of bracket. Turn Basic Bolt 90 degrees clockwise to grip. Measure or use a level to ensure brackets are at the same height.
3. Attach the shelf to the bracket. Nest shelf in notches and pull forward to lock in place. Tighten brackets on frame or uprights.

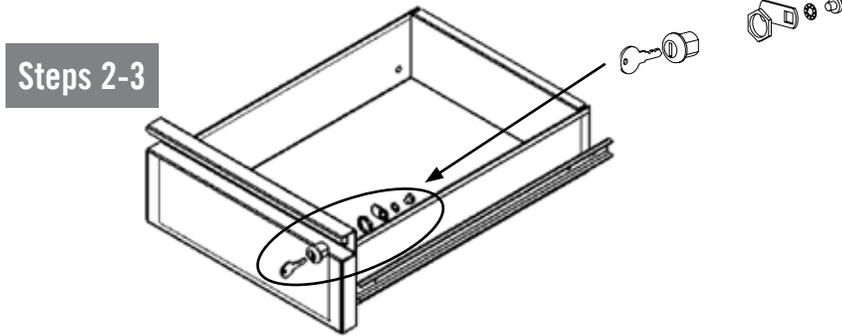
DRAWERS & SUSPENDED CABINET WITH MOUNTING KIT

(for RTW, PedSys & Easy-Lift 4-post)

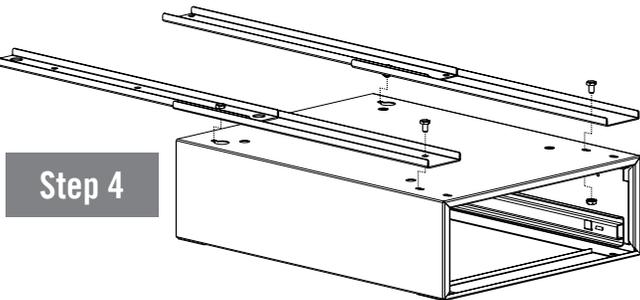
Item Numbers 8601, 8606, 8608, 8611, 8614, 8616, 8618, 8841, 8843, 8845, 8847, 8849, 8851



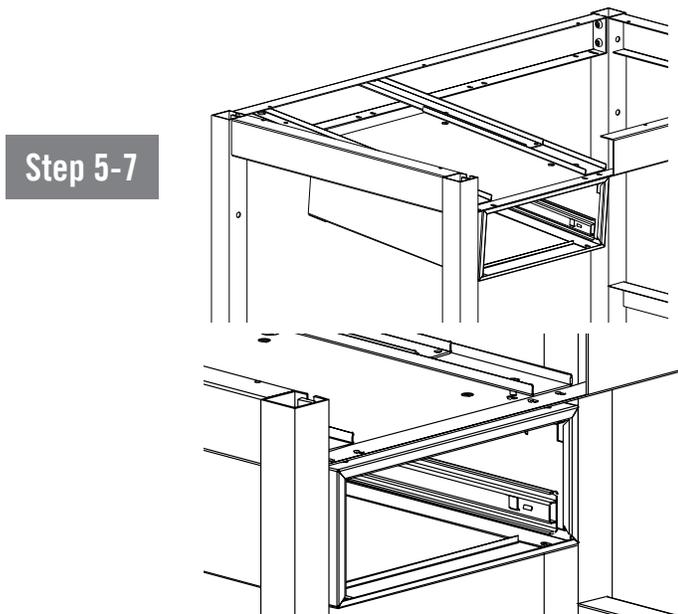
Step 1



Steps 2-3



Step 4



Step 5-7

PARTS AND HARDWARE	QUANTITY
Drawer	1
Drawer or Cabinet Chassis	1
Lock Mechanism (if ordered)	1
Keys	2
Adjustable Drawer Mounting Kit (2 pieces each)	1
Bolts	6
Keyp Nuts	6
Washers	6
Other Items Needed (not included)	
Phillips head screwdriver	
Open end wrench	

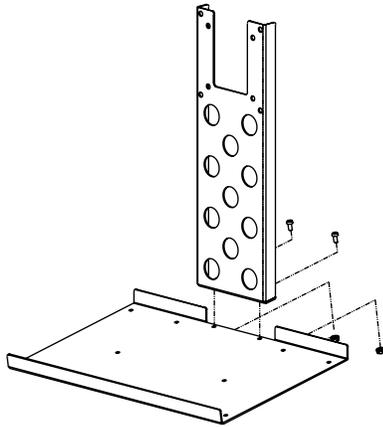
•Note: Drawer locks are sold separately.

1. Assemble Drawer Mounting Kit as shown by inserting bolts through top of bracket and securing loosely with washer and nut. Align bracket based on depth of your workstation (24", 30" or 36"). Large holes on the bracket face inward.
2. If installing cabinet, skip to Step 3. If installing Drawer: Remove the drawer from the chassis by extending drawer and pushing the black tabs on the drawer slides up on the right and down on the left. Pull the drawer forward.
3. If locks were not ordered, skip to step 4. Using a screw driver, punch out the lock knock-out on the right side of the drawer or cabinet. Assemble lock mechanism as shown. Ensure the unthreaded part of the lock and key teeth face upward.
4. Insert bolts through the top of the drawer mounting kit into the drawer or cabinet chassis and lightly secure with washers and nuts. Repeat for other side.
5. Lift entire chassis and mounting kit assembly to rest on the inside back and front. Sandwich the front Support Rail between chassis and drawer mounting kit.
6. Secure to rear channel with bolt, washer and nut. Tighten all nuts and bolts.
 - a. If stacking items, insert small bolts from above into the pre-drilled holes in bottom back of chassis and lightly secure with nut and washer.
 - b. Align second chassis' back keyhole slot with nuts and pull forward. This will help you support the drawer while securing front nuts and bolts for stacking drawers.
 - c. Give **all** nuts and bolts a final tightening.
7. Push in drawer slides on chassis and insert complete drawer into chassis.

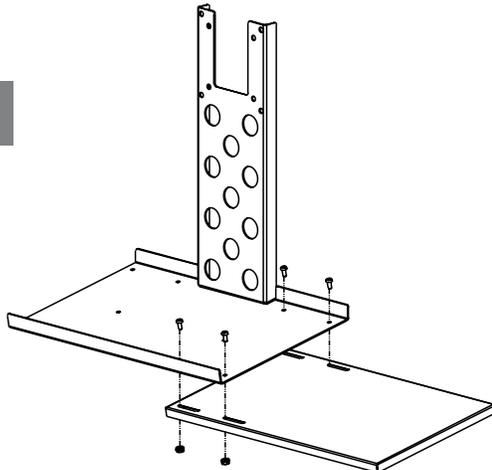
FLAT SCREEN MONITOR ARM AND ADD-ON KEYBOARD TRAY

Item Numbers 8632, 8634 + 8633

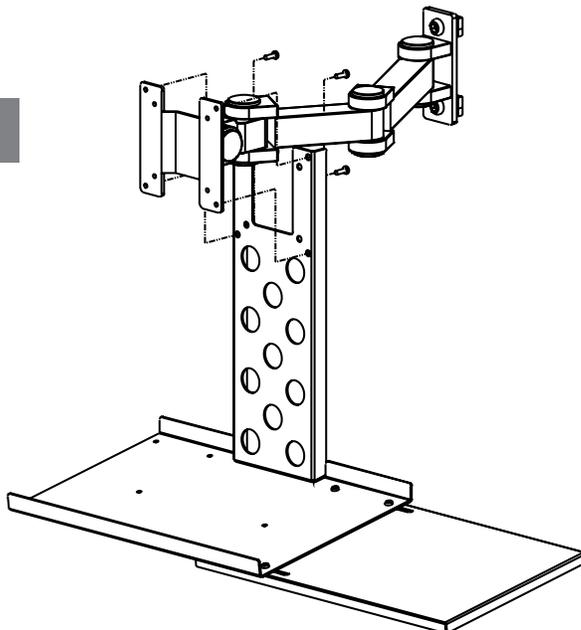
Step 1



Step 2



Step 3



ACCESSORIES

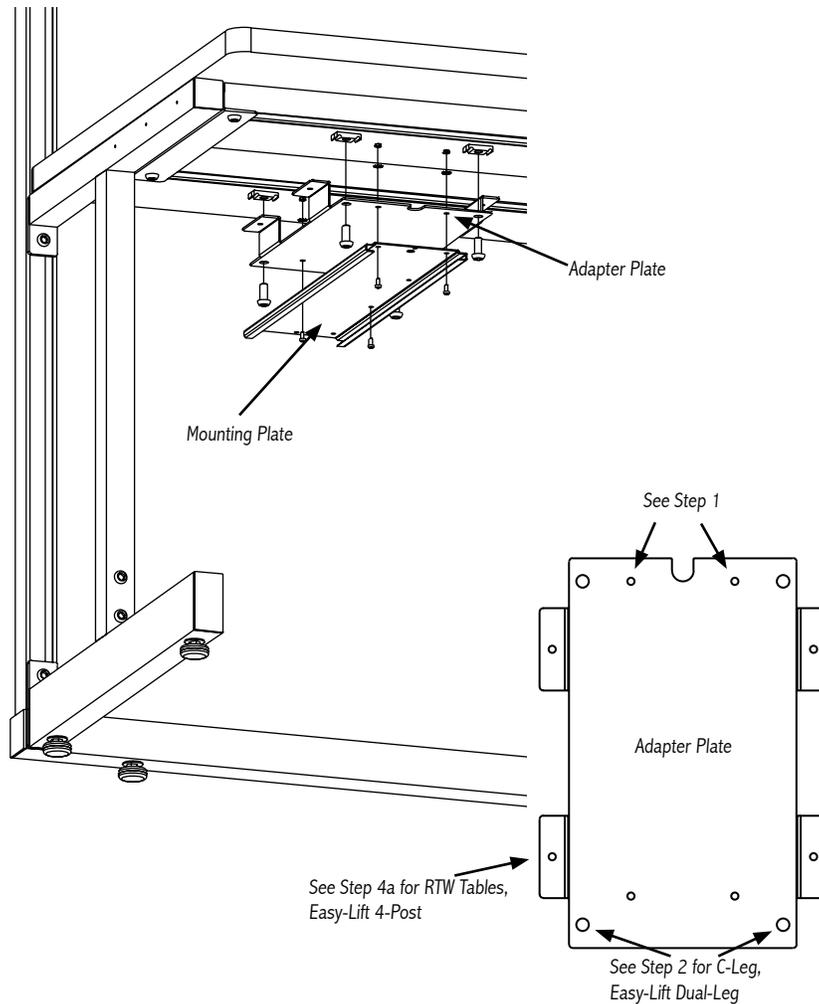
PARTS AND HARDWARE	QUANTITY
Keyboard Tray Base	1
Tray Extender	1
Mouse Pad	1
8-32 bolts	6
8-32 nuts	6
M4 x 14mm	4
Allen Wrench	1
Other Items Needed (not included)	
Flat Screen Monitor Arm	

• **Note: Monitor Arm and Add-on Keyboard Tray sold separately.**

1. Attach Keyboard Tray Base to Tray Extender with two (2) 8-32 bolts and nuts.
2. Attach Mouse Pad to Keyboard Tray Base using four (4) 8-32 bolts and nuts. Mouse Pad can be positioned on right, left or center front of Tray Base. Use adjustment slots for proper sizing.
3. Install full assembly to the **back** of your Flat Screen Monitor Arm (sold separately), through the mounting plate and then through the monitor. The Flat Screen Monitor Arm mounting plate should be sandwiched between the Add-on Keyboard Tray assembly and your monitor. Use the bolts that came with your Flat Screen Monitor Arm.

ADJUSTABLE KEYBOARD SUPPORT

Item Numbers 8680

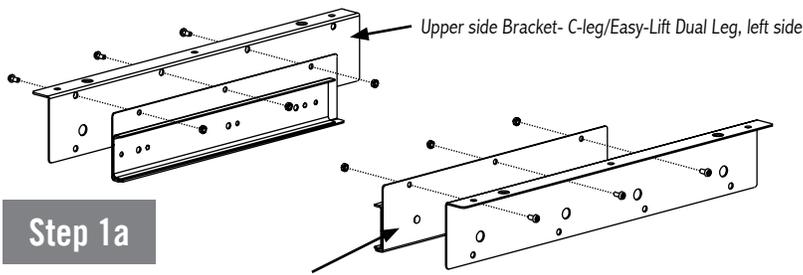


PARTS AND HARDWARE	QUANTITY
Adapter Plate	1
Mounting Plate	1
8/32 Button head bolt	6
Nuts	6
Washers	6
Wood screws	4
Basic Bolts	4
Basic Nuts	4
7/32 Allen Wrench	1
3/32 Allen Wrench	1

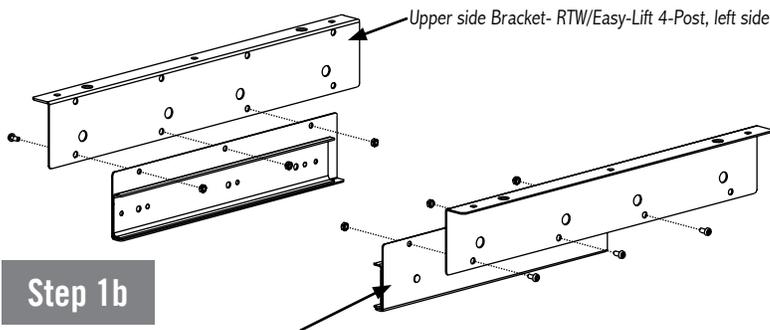
1. Before assembling the keyboard support with the enclosed instructions, attach mounting plate to adapter using button head bolts and nuts provided. See diagram at left.
2. Insert a Basic Bolt into the corner holes of the adapter and secure with a Basic Nut, turning only one revolution. See diagram at left. For RTW Tables, proceed to step 4a.
3. Insert nuts attached to adapter into Worksurface Support Rails on your workstation, as shown. Turn Basic Bolt 90 degrees clockwise to grip. Tighten the bolts.
4. Proceed with enclosed instructions for your keyboard.
 - a. For RTW Tables, insert wood screws through holes on tabs to attach Keyboard Support to underside of worksurface.
5. Secure the wrist support by inserting plastic screws from the bottom and tighten.

KEYBOARD DRAWER

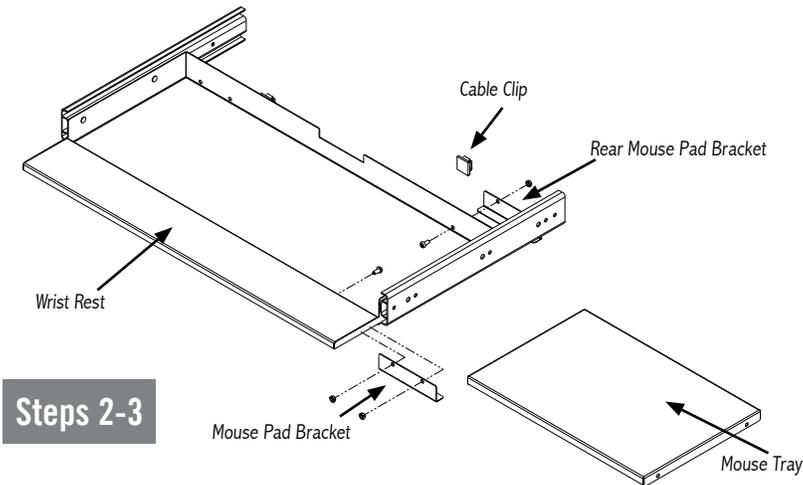
item Number 8681



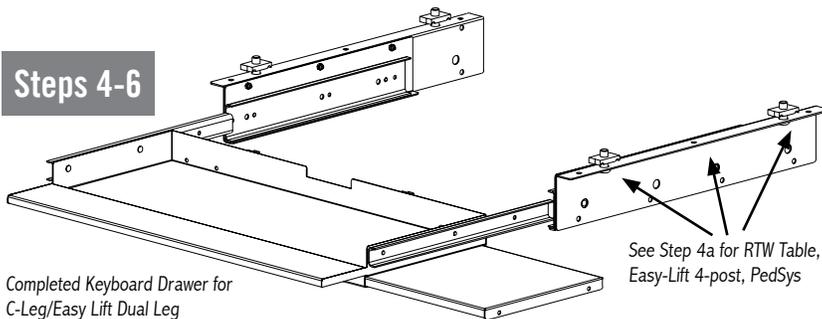
Lower Side Bracket C-Leg/EasyLift Dual Leg, right side



Lower Side Bracket RTW/Easy-Lift 4-Post, PedSys, left side



Steps 2-3



Completed Keyboard Drawer for C-Leg/Easy Lift Dual Leg

PARTS AND HARDWARE	QUANTITY
Upper Side Bracket	2
Lower Side Bracket	2
Basic Bolts	4
Basic Nuts	4
Keyboard Drawer	1
Cable Clip	2
Mouse Pad Bracket	2
Mouse Tray	1
8-32 Bolts	10
8-32 Nuts	10
Wood Screws	6
3/32 Allen Wrench	1
Other Items Needed (not included)	
Phillips head drill	

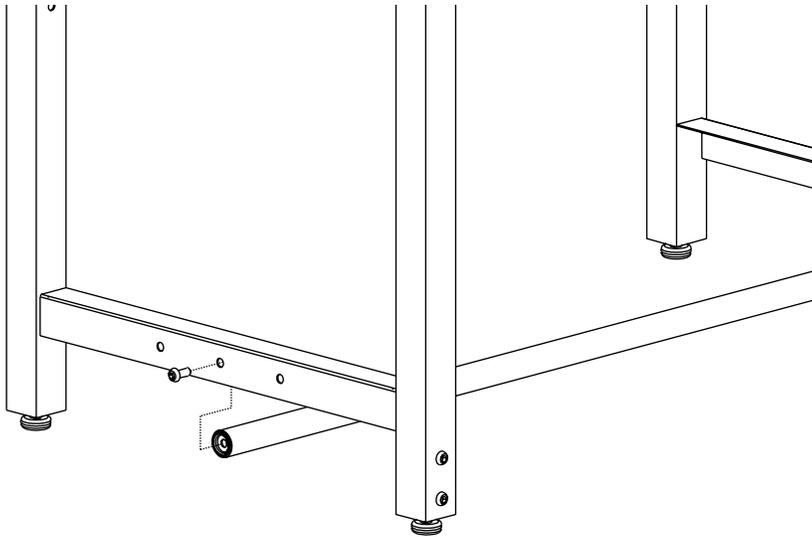
- Using three (3) 8-32 x 3/8" nuts and bolts, assemble Upper and Lower Side Brackets as shown for right and left brackets, according to your style of workstation. Set aside until step 4.
 - For C-Leg & Easy-Lift Dual-Leg workstations, assemble brackets so that the Upper and Lower Side Brackets are flush against each other.
 - For RTW, Easy-Lift 4-Post or PedSys workstations, assemble brackets so that the Lower Side Brackets extend below the Upper Side Brackets.
- Choose right or left side for mouse tray. Using two (2) 8-32 x 3/8" bolts, hex nuts and washers, install the mouse pad bracket onto the keyboard tray under the back lip of the wrist rest. Slide the tray onto the bracket and repeat for the rear mouse pad bracket with tray in place. The mouse tray should slide freely. A lip on the tray acts as a stop.
- Attach adhesive backed cable clip to back of keyboard tray. These hold your mouse and keyboard wires in place.
- Slide keyboard onto left and right side brackets as shown.
- For C-Leg and Easy-Lift workstations insert a Basic Bolt through the two (2) large holes on top of each bracket from step 1. Secure with a Basic Nut. Turn one revolution.
 - For RTW, use wood screws to attach to underside of worksurface. Go to Step 6.
- Position the keyboard under the workstation. Insert the Basic Nuts attached to the bracket into the Worksurface Support Rail and tighten the bolts.



Need Help? Call Assembly Support at 800.318.2770

RTW TUBE FOOTREST

Item Numbers 8654-8658



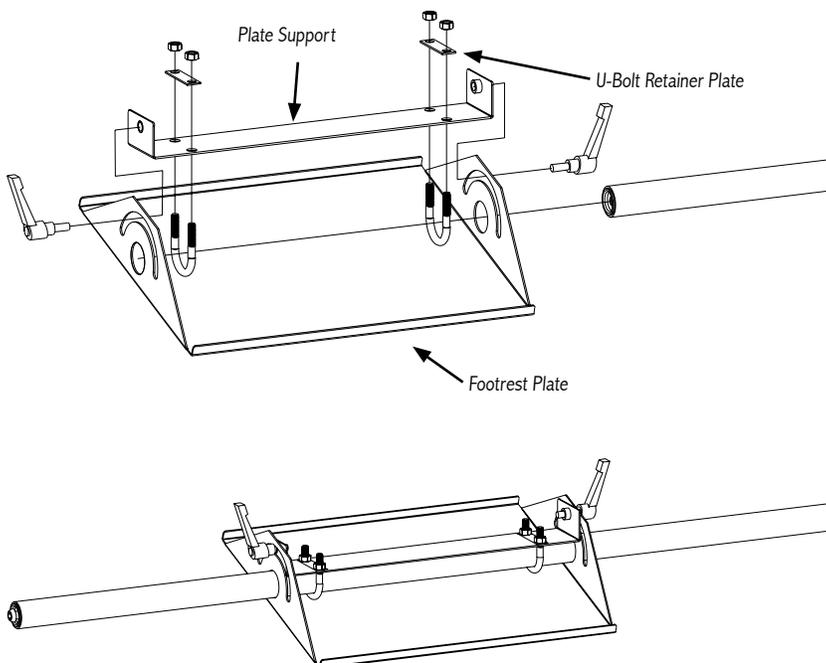
ACCESSORIES

PARTS AND HARDWARE	QUANTITY
Footrest Tube	1
Basic Bolts	2
7/32 Allen Wrench	1

1. Position tube footrest in one of the 3 hole positions on lower cross member on each RTW Frame Leg.
2. Insert Basic Bolt through lower cross member, then in footrest. Tighten with Allen Wrench.

FOOTREST PLATE

Item Number 8668



PARTS AND HARDWARE	QUANTITY
Footrest Plate	1
Plate Support	1
U-Bolts	2
Nuts	4
Handles	2
U-Bolt Retainer Plate	2

• **Note: Footrest Plate must be installed on Tube Footrest before tube is secured into position.**

1. Assemble Footrest Plate Bracket as shown.
2. Slip Footrest Tube through holes in Footrest Plate and the U-Bolts.
3. Secure by inserting the handle into the nut on the Plate Support.
4. To adjust Footrest Plate placement, loosen or tighten U-Bolt on underside of plate. To adjust angle, use handles on the side.
5. Attach footrest as directed above.