

ACCESSORIES

BASIC ORGANIZER

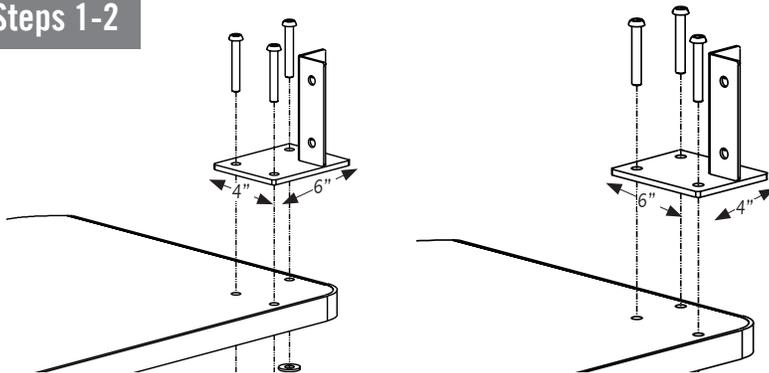
Item Number 8541, 8542, 8543, 8544, 8560, 8561, 8562, 8563

PARTS AND HARDWARE	QUANTITY
Worksurface Mounting Brackets, left and right	2
Basic Organizer Upright	2
Cross Member	1
Basic Bolts	8
Basic Nuts	8
2 1/2" Bolts	6
3/8" washers	6
3/8" keps nuts	6
7/32 Allen Wrench	1
Other Items Needed (not included)	
Drill	
7/16" Drill Bit	
Tape Measure	
3/8" Open End Wrench	
Pencil or marking tool	

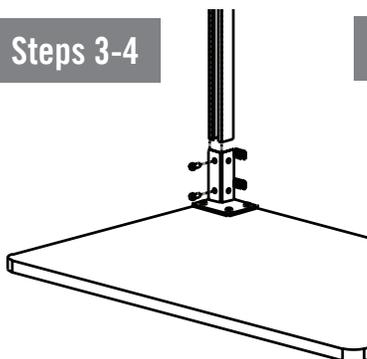
Assembly Tips

- Review entire instruction manual before proceeding.
- There are TWO (2) ways to install the Basic Organizer bracket. Determine which method works with your table before beginning the installation.
- Don't be a slave to gravity. Recruit a co-worker to help you install and correctly position your Basic Organizer and accessories.
- Basic Nut grooves must grip the inside of frame channel for support.
- When initially securing Basic Bolts to Basic Nuts, attachment is easy when nut and bolt are turned only one revolution.
- Need help? Call Assembly Support at 800.318.2770.

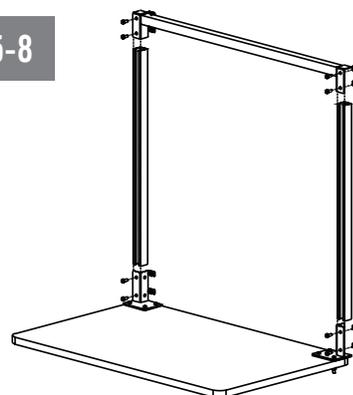
Steps 1-2



Steps 3-4



Steps 5-8



1. Position mounting brackets on worksurface based on your table configuration. Measure from the left edge of the left bracket to the right edge of the right bracket to ensure the measurement matches the width of your Basic Organizer. Mark the drill holes for the bracket.
2. Drill holes in your worksurface with the 7/16" drill bit based on the bracket placement.
3. Install brackets using the hardware provided, inserting bolts into the bracket through the top of the worksurface and securing with nuts and washers underneath the worksurface. Do not fully tighten to allow for adjustment with other components.
4. Insert a Basic Bolt into each hole on the mounting bracket. Secure with a Basic Nut. Turn only one revolution.
5. Position Basic Organizer 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.
6. Insert a Basic Bolt into each hole on the cross member. Secure with a Basic Nut. Turn only one revolution.
7. Place cross member on top of Basic Organizer Uprights. Turn Basic Bolts 90 degrees clockwise to grip. Tighten the Bolts. Repeat for other side of cross member. Ensure Uprights make contact with both Basic Nuts.
8. Check all attachments and give all the bolts a final tightening.