INSTALLATION GUIDE

SCREENS OVERVIEW

- Acrylic – Removable (pages 7-9)
- Acrylic – Fixed (pages 10-12)
- Acoustic – Removable (pages 13-15)
- Acoustic – Fixed (pages 16-18)
- Laminate – Removable (pages 19-21)
- Laminate – Fixed (pages 22-24)
Acoustic with Roof – Removable (pages 25-27)  
Acoustic with Roof – Fixed (pages 28-30)
1) Parts and Fasteners Included

- Side Screen (2x)
- Rear Screen
- Fixed Outer Bracket (6x)
- Clamp Outer Bracket (6x)
- Inside Tall Bracket (6x)
- Inner Corner Bracket (4x)
- Outer Corner Bracket (4x)
- Knob (6x)
- 1/4-20 x 5/16 Button Head Hex Drive Screw (12x or 20x)
1) Parts and Fasteners Included Cont.

1/4-20 x 9/16” Button Head Hex Drive Screw (12x)

#12 x ½” Pan Head Phillips Drive Screw (8x)

#10 x 1” Pan Head Phillips Screw (24x)

#8 x ¾” Pan Head Phillips Screw (24x)
2) TOOLS AND SUPPLIES REQUIRED

- Drill/Driver
- Phillips Bit
- Square Bit
- 5/32 Hex Drive Bit
- 5/32 Allen Wrench
- Tape Measure
- Level
1. Remove the protective film from the Acrylic Screens.

2. Align the Acrylic Screen holes over the Clamp Outer Bracket and bolt the Tall Inner Bracket using the provided ¼ 20 x 5/16” Button Head Hex Drive Screws.

   Note: There should be a left hand and right hand side screen when complete.

3. Screw the provided Knobs onto the Clamp Brackets.
4. Loosely attach the Rear Screen assembly to the rear of the worksurface, centering as best as possible.

Note: The Clamp Bracket must not interfere with any part of the table understructure. This may require the understructure to be re-positioned.

5. Loosely attach the Side Screen assembly, lining up the Rear Screen edges.

Note: The Clamp Bracket must not interfere with any part of the table understructure. This may require the understructure to be re-positioned.

6. Align the Acrylic Screen holes over the Outer Corner Bracket and bolt the Inner Corner Bracket using the provided ¼ 20 x 5/16" Button Head Hex Drive Screws.

FIGURE 3.3

FIGURE 3.4

FIGURE 3.5
7. Once the screen is in the desired position, turn the knob until it touches the underside of the worksurface, snuggly.

*Note: Once the knob touches the worksurface, only 1 full turn is needed. DO NOT OVER TIGHTEN.*

8. Enjoy!
1. Remove the protective film from the Acrylic Screens

2. Align the Acrylic Screen holes over the Fixed Outer Bracket and bolt the Inside Tall Bracket using the provided ¼ 20 x 5/16” Button Head Hex Drive Screws.  
   Note: There should be a left hand and right hand side screen when complete.

3. Position the Rear Screen assembly to the rear of the worksurface, on center.  
   Note: The Fixed Mount Bracket must not interfere with any part of the table understructure. This may require the understructure to be re positioned.
4. Once the screen is in the desired position, attach the Fixed Outer Bracket to the underside of the worksurface using the screws provided.

Note: Use the correct length screw depending on the worksurface thickness: #10 x 1” or #8 x ¾”

5. Position the Side Screen assembly with the Rear Screen edges.

Note: The Fixed Outer Bracket must not interfere with any part of the table understructure. This may require the understructure to be re positioned.

6. Align the Acrylic Screen holes over the Outer Corner Bracket and bolt the Inner Corner Bracket using the provided ¼ 20 x 5/16” Button Head Hex Drive Screws.
7. Once the screen is in the desired position, attach the Fixed Outer Bracket to the underside of the worksurface using the screws provided.

*Note: Use the correct length screw depending on the worksurface thickness: #10 x 1" or #8 x ¾"*

8. Enjoy!
5) ASSEMBLY: ACOUSTIC REMOVABLE SCREEN

1. Align the Acoustic Screen holes over the Clamp Outer Bracket and bolt the Tall Inner Bracket using the provided ¼ 20 x 9/16” Button Head Hex Drive.

Note: There should be a left hand and right hand side screen when complete.

2. Screw the provided Knobs onto the Clamp Brackets.

3. Loosely attach the Rear Screen assembly to the rear of the worksurface, centering as best as possible

Note: The Clamp Bracket must not interfere with any part of the table understructure. This may require the understructure to be re positioned.
4. Loosely attach the Side Screen assembly, lining up the Rear Screen edges.

*Note: The Clamp Bracket must not interfere with any part of the table understructure. This may require the understructure to be repositioned.*

5. Align the Inner Corner Bracket over the marked hole locations of the Acoustic Screens and attach using the provided #12 x ⅛" Pan Head Phillips Drive Screws

*Note: DO NOT OVERTIGHTEN SCREWS. Set Drill to slowest speed and torque setting.*

*Tip: These brackets should be installed in the top & bottom corners*

6. Once the screen is in the desired position, turn the knob until it touches the underside of the worksurface, snugly.

*Note: Once the knob touches the worksurface, only 1 full turn is needed. DO NOT OVER TIGHTEN.*
5) ASSEMBLY: ACOUSTIC REMOVABLE SCREEN

7. Enjoy!

FIGURE 5.6
1. Align the Acoustic Screen holes over the Fixed Outer Bracket and bolt the Tall Inner Bracket using the provided ¼ 20 x 9/16” Button Head Hex Drive Screws.

*Note: There should be a left hand and right hand side screen when complete.*

2. Position the Rear Screen assembly to the rear of the worksurface, on center.

*Note: The Fixed Outer Bracket must not interfere with any part of the table understructure. This may require the understructure to be re positioned.*

3. Once the screen is in the desired position, attach the Fixed Outer Bracket to the underside of the worksurface using the screws provided.

*Note: Use the correct length screw depending on the worksurface thickness: #10 x 1” or #8 x ¾”.*
4. Position the Side Screen assembly with the Rear Screen edges.

*Note: The Fixed Mount Bracket must not interfere with any part of the table understructure. This may require the understructure to be re positioned.*

5. Align the Inner Corner Bracket over the marked hole locations of the Acoustic Screens and attach using the provided #12 x ½" Pan Head Phillips Drive Screws

*Note: DO NOT OVERTIGHTEN SCREWS. Set Drill to slowest speed and torque setting.*

*Tip: These brackets should be installed in the top & bottom corners*

6. Once the screen is in the desired position, attach the Fixed Outer Bracket to the underside of the worksurface using the screws provided.

*Note: Use the correct length screw depending on the worksurface thickness: #10 x 1" or #8 x ¾".*
6) ASSEMBLY: ACOUSTIC FIXED SCREEN

Figure 6.6

7. Enjoy!
7) Assembly: Laminate Removable Screen

1. Align the Laminate Screen holes over the Clamp Outer Bracket and bolt the Tall Inner Bracket using the provided ¼ 20 x 9/16 “ Button Head Hex Drive.

   Note: There should be a left hand and right hand side screen when complete.

   ![Figure 7.0](Image)

2. Screw the provided Knobs onto the Clamp Brackets.

   ![Figure 7.1](Image)

3. Loosely attach the Rear Screen assembly to the rear of the worksurface, centering as best as

   Note: The Clamp Bracket must not interfere with any part of the table understructure. This may require the understructure to be re positioned.

   ![Figure 7.2](Image)
4. Position the Side Screen assembly with the Rear Screen edges.

*Note: The Clamp Bracket must not interfere with any part of the table understructure. This may require the understructure to be re positioned.*

5. Align the Inner Corner Bracket over the marked hole locations of the Acoustic Screens and attach using the provided #12 x ½”. Pan Head Phillips Drive Screws

*Tip: These brackets should be installed in the top & bottom corners.*

6. Once the screen is in the desired position, turn the knob until it touches the underside of the worksurface, snuggly.

*Note: Once the knob touches the worksurface, only 1 full turn is needed. DO NOT OVER TIGHTEN.*
7) ASSEMBLY: LAMINATE REMOVABLE SCREEN

7. Enjoy!

FIGURE 7.6
8) Assembly: Laminate Fixed Screen

1. Align the Laminate Screen holes over the Fixed Outer Bracket and bolt the Tall Inner Bracket using the provided ¼ 20 x 9/16” Button Head Hex Drive Screws

   **Note:** There should be a left hand and right hand side screen when complete.

2. Position the Rear Screen assembly to the rear of the worksurface, on center.

   **Note:** The Fixed Mount Bracket must not interfere with any part of the table understructure. This may require the understructure to be re positioned.

3. Once the screen is in the desired position, attach the Fixed Outer Bracket to the underside of the worksurface using the screws provided.

   **Note:** Use the correct length screw depending on the worksurface thickness: #10 x 1” or #8 x ¾”.
4. Position the Side Screen assembly with the Rear Screen edges.

*Note: The Fixed Mount Bracket must not interfere with any part of the table understructure. This may require the understructure to be repositioned.*

5. Align the Inner Corner Bracket over the pilot hole locations of the Laminate Screens and attach using the provided #12 x ½" Pan Head Phillips Drive Screws.

*Tip: These brackets should be installed in the top & bottom corners.*

6. Once the screen is in the desired position, attach the Fixed Outer Bracket to the underside of the worksurface using the screws provided.

*Note: Use the correct length screw depending on the worksurface thickness: #10 x 1" or #8 x ¾".*
8) ASSEMBLY: LAMINATE FIXED SCREEN

7. Enjoy!

FIGURE 8.6