Sliding Top Desk

Installation Instructions
1) Parts and Fasteners Included

- **Surface and Frame Subassembly**: QTY (1)
- **Leg Column Assembly**: QTY (2)
- **Foot Weldment**: QTY (2)
- **Foot Attachment Spacers**: QTY (2)
- **Trough**: QTY (1)
- **Power Supply Cover**: QTY (1)
- **Data Window Housing**: QTY (2)
- **Power Strip Mounting Bracket**: QTY (1)
1) Parts and Fasteners Included

- **#6 X .375” FLAT HEAD SHEET METAL SCREW**
  - QTY (4)

- **M6 X 16mm SHCS**
  - QTY: (20)

- **#8-32 x .375” MACHINE SCREW**
  - QTY: (8)

- **#8 x 0.75” PAN HEAD WOOD SCREW**
  - QTY: (3)

- **10-24 X .375” PAN HEAD MACHINE SCREW**
  - QTY (4)

- **PLASTIC DATA WINDOW**
  - QTY (2)
2) Tools and Supplies Required

- Drill / Driver
- Right Angle Drill Adapter
- #2 Phillips Driver Bit
- 5mm Hex Bit
3) Assembly Overview

1. Surface preparation
2. Leg column attachment
3. Trough attachment
4. Foot attachment
5. Handset Attachment
6. Wire Management
7. Data Housing Attachment
8. Power strip Attachment
9. Completed Table
4) Assembly: Exploded View

FIGURE 4.0.1
EXPLODED ASSEMBLY VIEW
4) Assembly: Surface Preparation

Figure 4.1.1

Locate the Surface and Frame Subassembly.
Place the subassembly down on a non-marring surface.
4) Assembly:  Leg Column Attachment

Figure 4.2.1

To attach the leg columns to the bolted frame, insert (2) M6 x 16mm socket head cap screws into the threaded holes in the back of the leg column. Do not fully drive these screws in, simply get them started into the threaded holes.

Then, lower the leg column down onto the bolted frame so that the partially inserted screws rest on the open notches of the bolted frame assembly.
4) Assembly: Leg Column Attachment Cont.

Detailed view of previous step shown.
The bolts will rest in the open slot cuts of the Bolted Frame assembly.

Line up the clearance holes in the bolted frame with the threaded holes in the side of the leg column.

Attach the leg column to the bolted frame with (4) M6 X 16mm self locating shoulder cap screws.

NOTE: If the front crossbar of the Bolted frame assembly does not seat flush against the leg column, loosen the 1/4-20 Phillips pan head screw that holds the front crossbar to the slide plate. This will allow the Leg column to seat flush to the front crossbar. Tighten the ¼-20 pan head screw when finished.

Fully tighten the (2) M6 bolts from Figure 4.3.1.
Repeat steps from Figure 4.3.1 through 4.3.4 for the second leg column.
4) Assembly: Trough Attachment

![Diagram of Trough Attachment](image)

**Figure 4.3.1**

Locate the wire management trough.

Align the clearance holes in the trough with the threaded holes in the Bolted Frame assembly.

Attach the Trough to the frame with (4) 8-32 x 0.375” Pan head machine screws. Then attach the trough to the work surface using (3) #8 x 0.875” pan head wood screws.
4) Assembly: Foot Weldment Attachment

Locate the Foot Attachment Spacer.

Place the Foot Attachment Spacer on the bottom of the Leg column. Align the 4 holes in the Foot Spacer with the tapped holes in the Leg column.

Locate the Foot Weldment. Align the clearance holes in the Foot Weldment to the clearance holes in the Attachment Spacer.

Attach the Foot Weldment to the leg column using (4) M6 x 16mm socket head cap screws.

Repeat these steps for the second Attachment Spacer and Foot Weldment.
4) Assembly: Handset Attachment

Locate the electronics included with the Leg columns (LVTER).

Refer to the “LVTER BASE” assembly instructions included in the Leg Column box for information on assembling the electronics of the base.

Once the electronics are properly assembled, place the power supply block in between the crossbars of the Bolted Frame assembly.

NOTE: Do NOT attach the power supply block to the work surface with screws. This will cause the sliding work surface to malfunction.

Attach the included handset to the front edge of the sliding work surface.

Be sure to leave enough slack in the handset cord to allow the top to travel back and forth.
4) Assembly: Wire Management Cover Attachment

Locate the Wire Management Cover and (4) 8-32 x 0.375” pan head machine screws.

Align the clearance holes in the Wire Management Cover with the tapped holes in the Bolted Frame assembly.

Attach the Wire Management Cover with (4) 8-32 x 0.375” pan head machine screws.

Verify that no wires are pinched between the Power Supply Cover and the work surface.

Flip table over onto the feet to continue installation.
4) Assembly: Data Housing Attachment

Figure 4.7.1

Locate the (2) Data Window Housings, (2) Plastic Data Windows and the (4) 10-24 x .25” pan head machine screws.

Install the Plastic Data Windows into the Data Window Housing.

Install any data cables as necessary.

Attach the Data Window Housings to the Power trough using the (4) 10-24 x .25” pan head screws.
4) Assembly:  Power Strip Attachment

Locate the power strip mounting bracket and the #6 x .375” flat head screws.

Attach (2) of the #6 x 3.75” flat head screws to the mounting bracket as shown.

Attach the power strip to the mounting bracket using the keyhole slots on the back side of the power strip.

Place the mounting bracket into the power trough and allow the magnets on the back and bottom of the bracket to attach to the bottom and back of the power trough.

Note: To reverse direction of power strip, remove the flat head screws from the bracket and put them back into the other two remaining holes of the bracket. Then re-attach the power strip to the bracket.
4) Assembly: Completed Table

Adjust the glides as needed to level the desk.