

FREESTANDING SCREENS

ASSEMBLY GUIDE

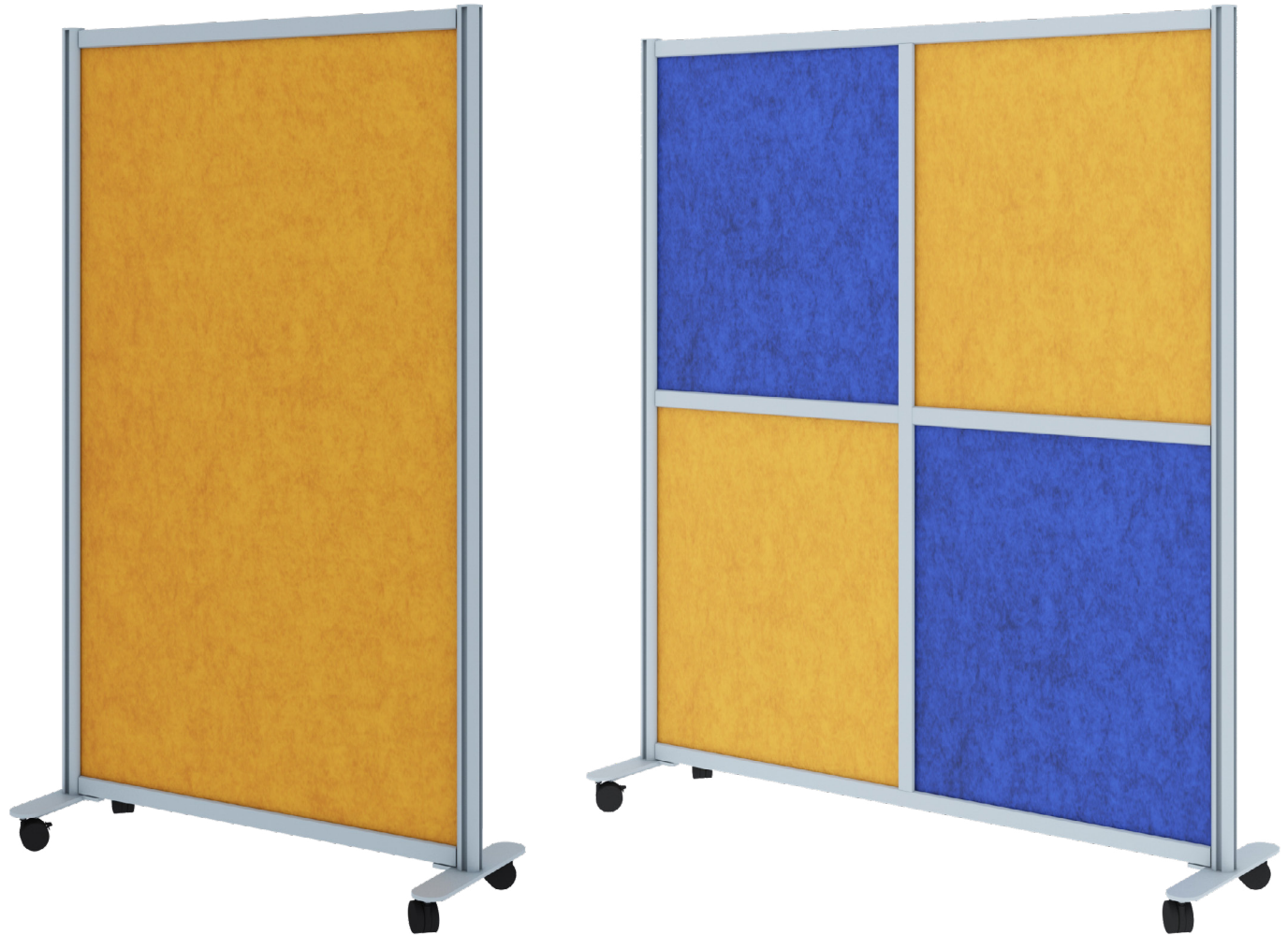


TABLE OF CONTENTS

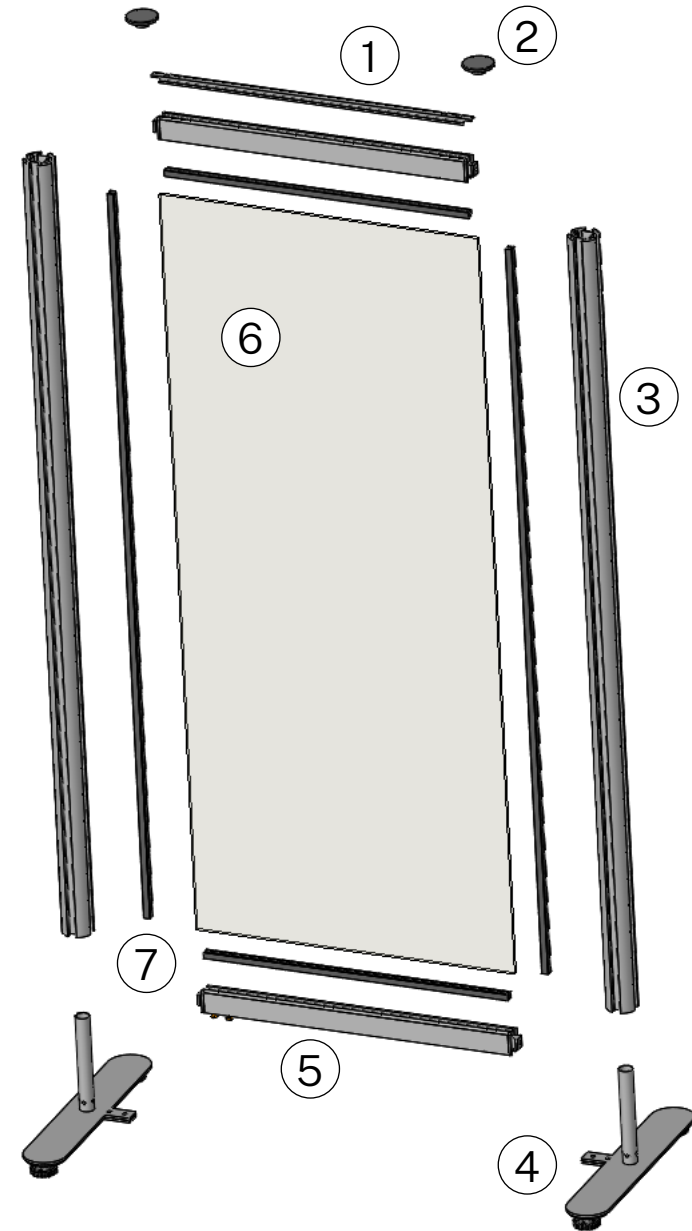
- Component Overview 3
- Freestanding Screen Installation**
- Multi-Screen Component Installation 4
- Single Screen Component Installation 8
- Add-On Screen Installation 9
- Desk Screen Installation**
- Multi-Screen Component Installation 10
- Single Screen Component Installation 12
- Add-On Screen Installation 14
- Miscellaneous**
- Adding Desk Screens to Freestanding Screens 16
- Base Feet Installation 17
- Tool and Screw Index 19

ASSEMBLY GUIDE

Component Overview

All freestanding screens follow the same assembly procedure, but vary in size and complexity. This page references all the parts your freestanding screen may require for assembly based on your order.

- 1. Top Finish-** Top finish (FS-TOP-FINISH-XX) is Installed in your cross beam on top of your Freestanding screen. It is available in 24", 30", 36", 48", 60" and 72".
- 2. Top Cap-** Top Cap (FS-TC) is installed on top of your Main Column on the top of the your Free standing screen.
- 3. Main Column-** The 90° main column (FS-P-XX) has four slotted channels and is designed to hold your cross beams and screens. It is available in 14", 18", 24", 53", 67" and 78". It is available with 3-slotted channels (FS-P120-78) in 14", 18", 24", 53", 67" and 78" height.
- 4. Base feet-** The Base (FS-Base-X) is installed at the bottom of the frame and is available with Glides and Casters
- 5. Cross Beam-** The Cross Beam (FS-CB-XX) is used to connect the Main columns. These are shipped with Connectors installed on both ends. These are available in 24", 30", 36", 48", 60" and 72". In case of multiple screens, the cross beam is used vertically (FS-VCB-XX). The Vertical beam is available for 14", 18", 24", 53", 67" and 78" high screens.
- 6. Screen-** The screens are inserted between the cross beams and the columns. These are available in 6mm and 12mm thickness. The 6mm thick screen will need an insert and the 12mm screen does not.
- 7. PVC Insert-** The insert (FS-Insert-XX) helps the screen secure between the dividers. The insert are pre-cut and sent with the order. These inserts are to be used only with the 6mm thick screens.



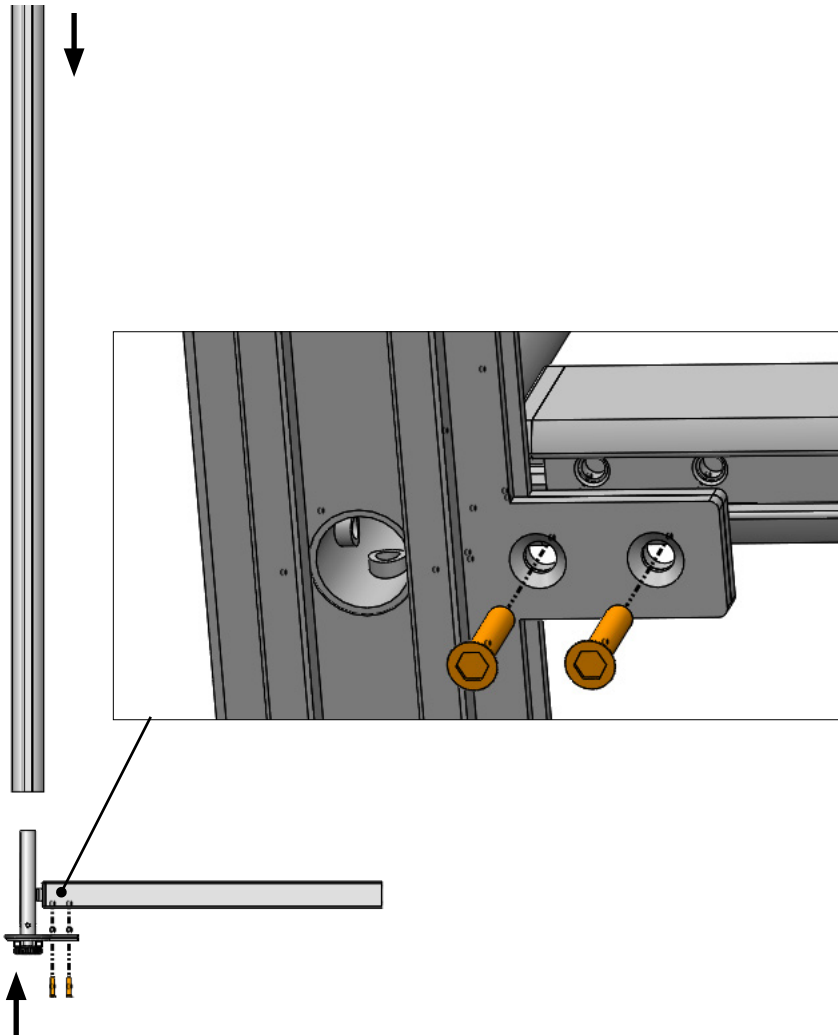
NOTE: The 6mm thick screens will require (4) FS-Insert per screen.

FREESTANDING SCREENS

Multi-Screen Component Installation

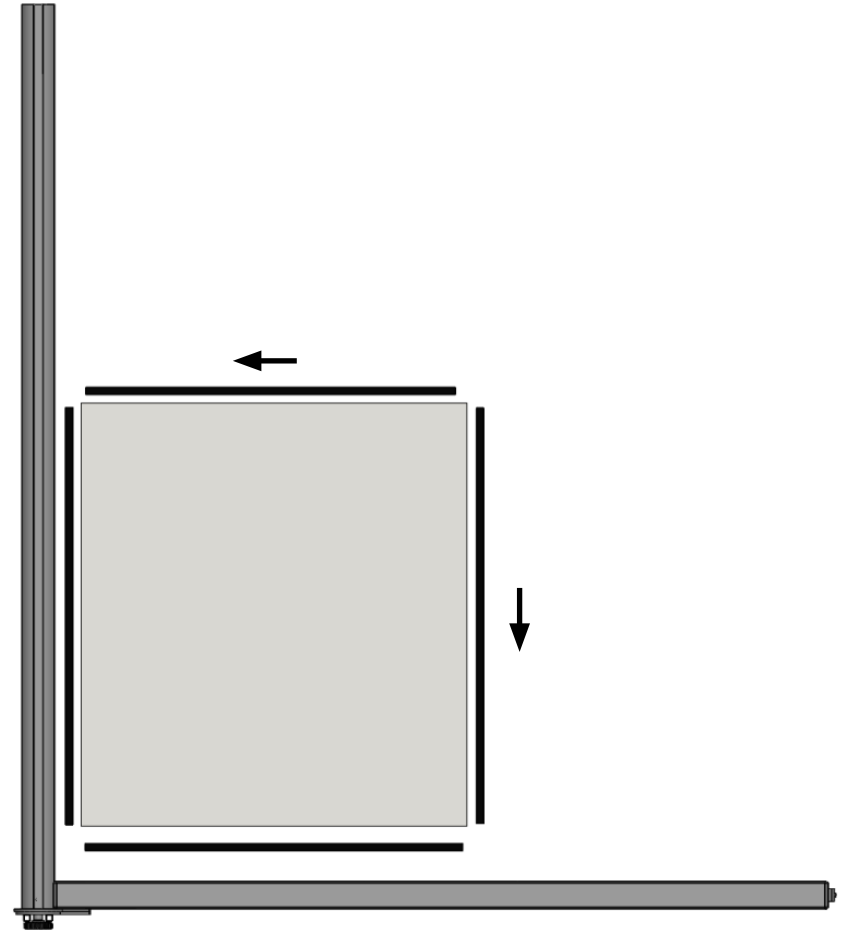
Step 1

Start building the frame of your Freestanding screen by sliding your cross beam into the column, then install your base foot onto the cross beam using (2) M6x30 screws as shown below.



Step 2

With the frame built, begin installing your screen panels starting with the bottom corner screen, then work your way up to the opposite top corner. Screen panels will slide in along the column and the cross beam.



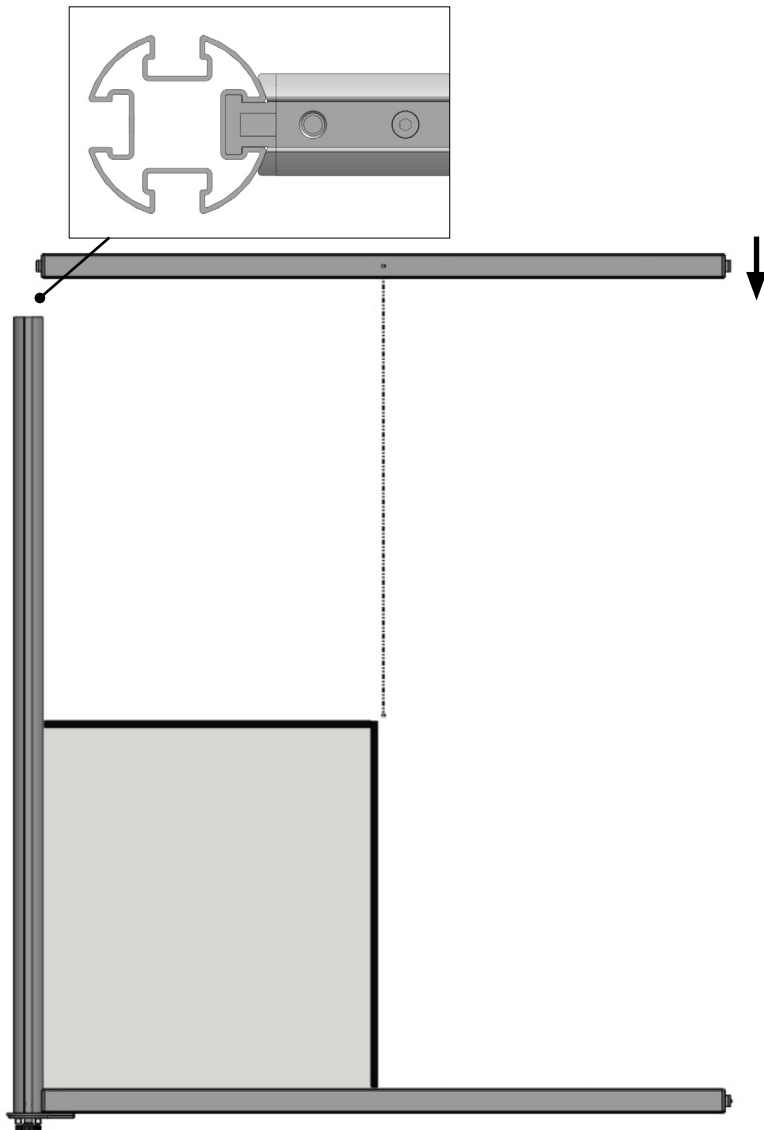
NOTE: The 6mm thick screens will require (4) FS-Insert per screen.

FREESTANDING SCREENS

Multi-Screen Component Installation

Step 3

Slide the middle cross beam into the column.

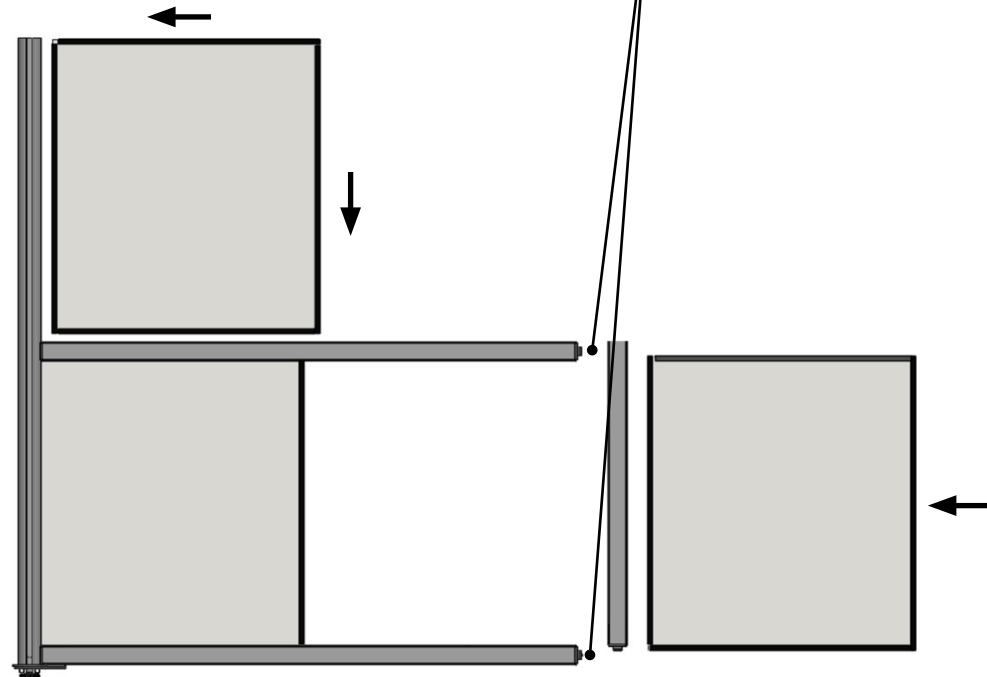
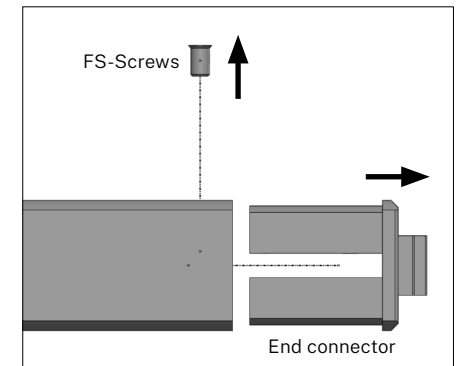


Step 4

Remove the end connectors shown below by removing the FS-Screws.

Step 5

Slide in the vertical beam into the cross beam followed by the next screen. Repeat until the row is finished. With the vertical beams and lower screens installed, repeat the process with the next set of screens building your way up to the opposite corner. Then, re-assemble the end connector back onto the cross beam.

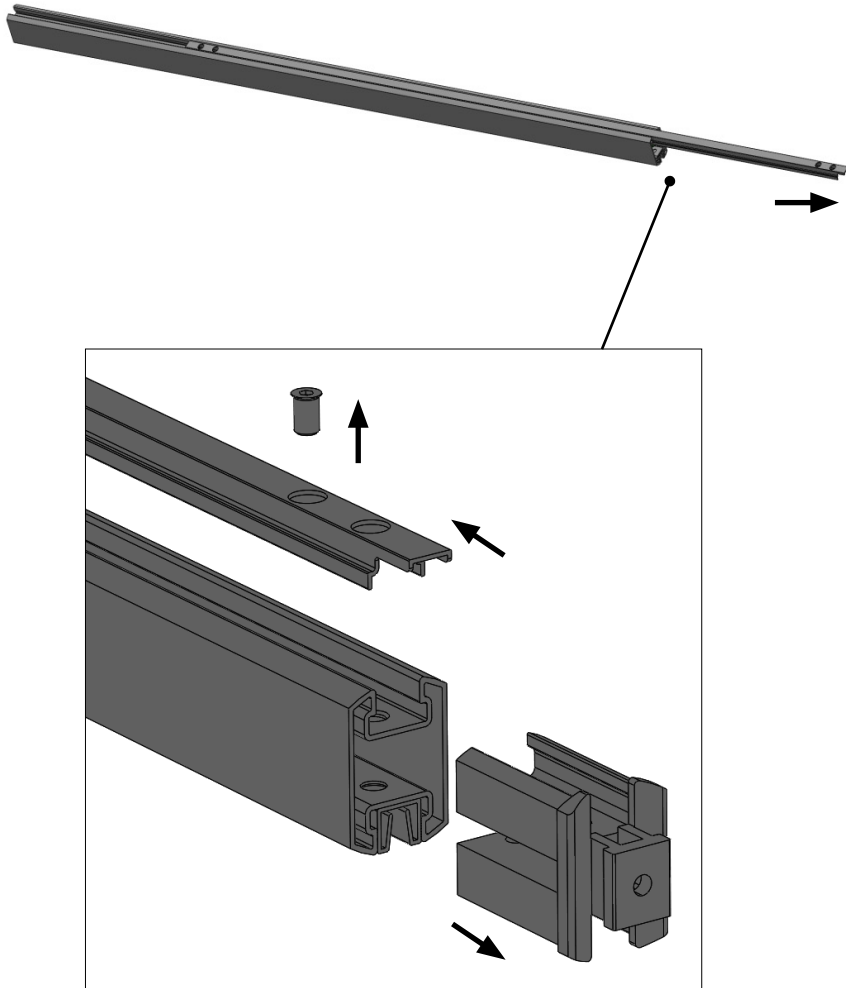


FREESTANDING SCREENS

Multi-Screen Component Installation

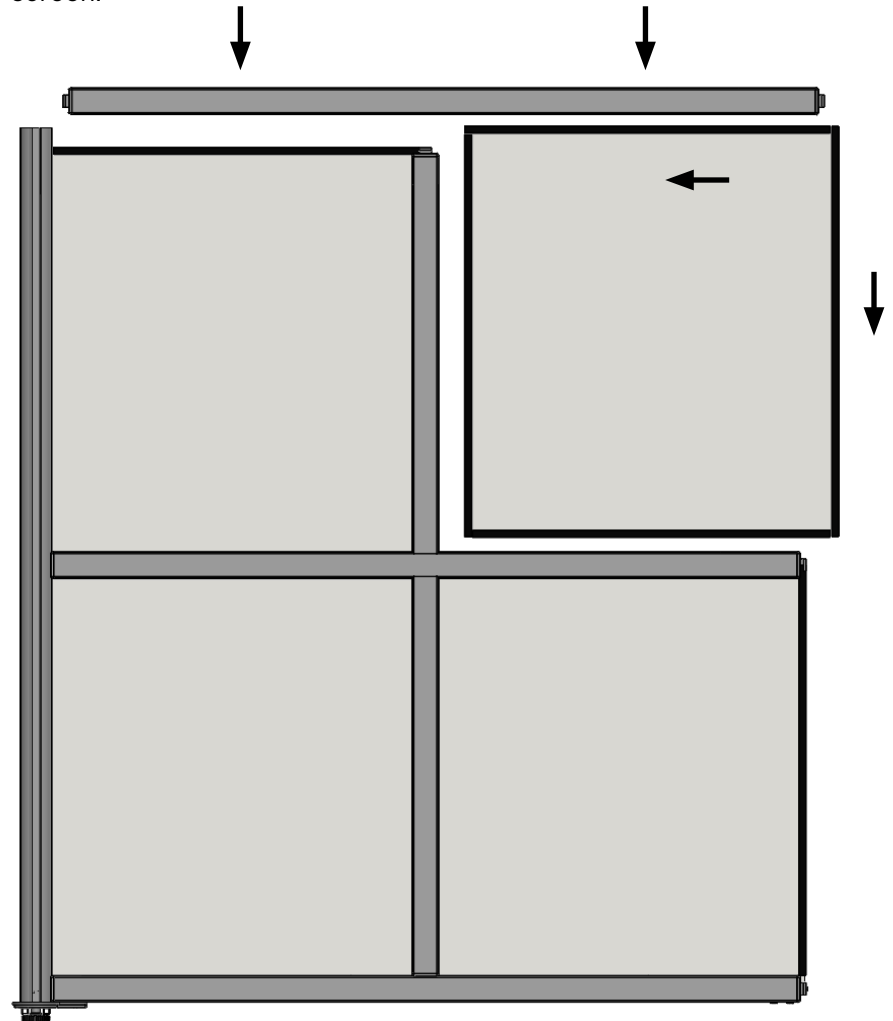
Step 6

Remove the end connectors and slide in the top insert. Re-assemble the end connectors.



Step 7

Assemble the top cross beam first and then slide in the vertical beam and then the screen.

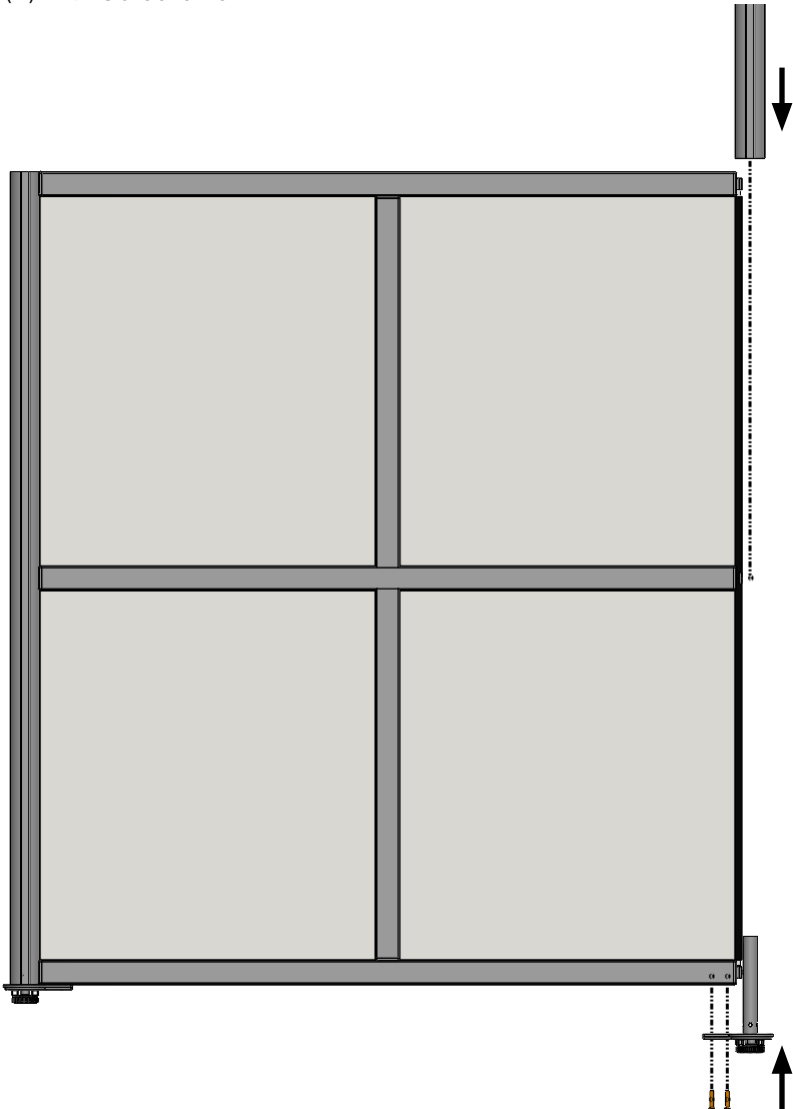


FREESTANDING SCREENS

Multi-Screen Component Installation

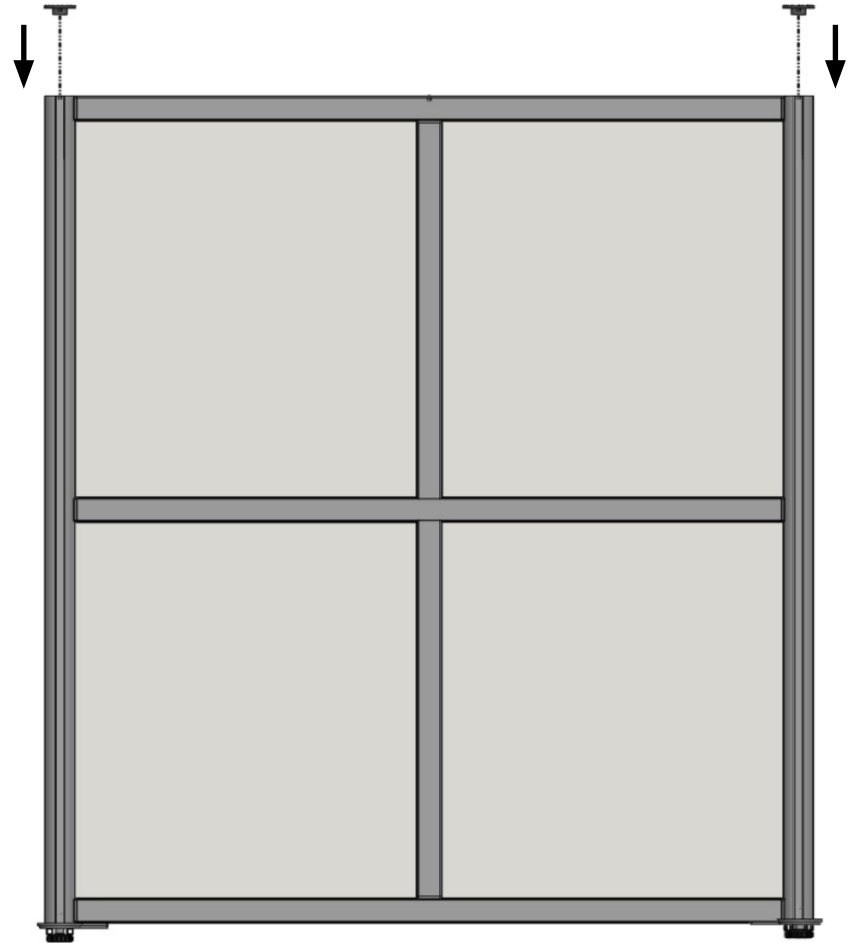
Step 8

Make sure all your panels are properly inserted and secure into the channels. Slide the column on the other end of the screen into the base feet. Assemble the base feet to the frame using (2) M6x30 screws.



Step 9

Install the top caps to complete your freestanding screen.

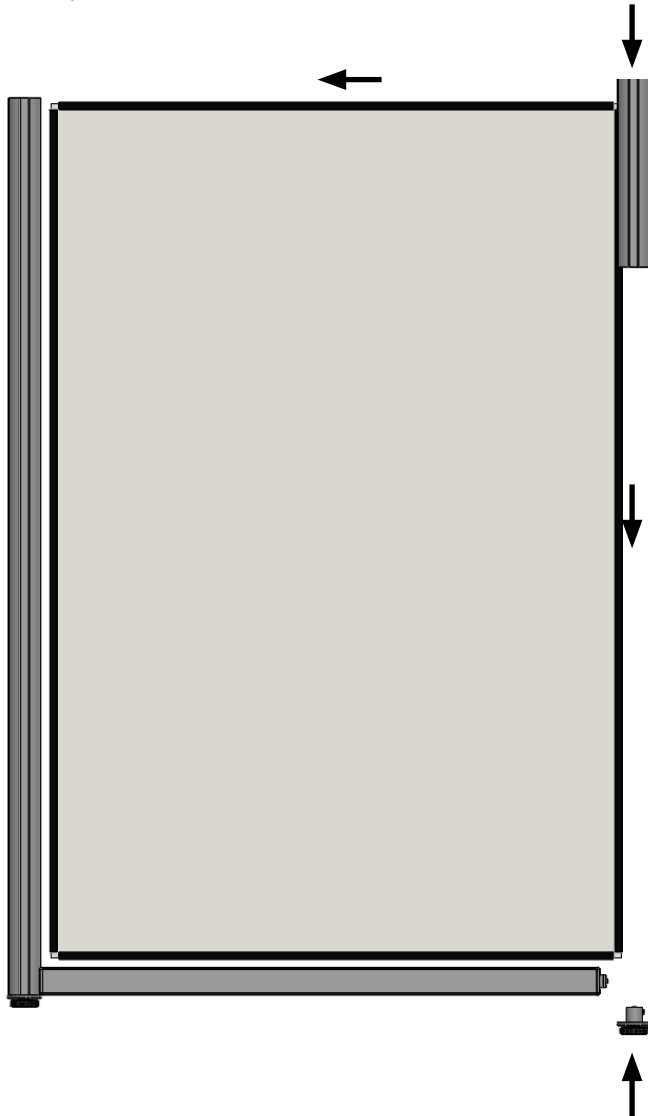


FREESTANDING SCREENS

Single Screen Component Installation

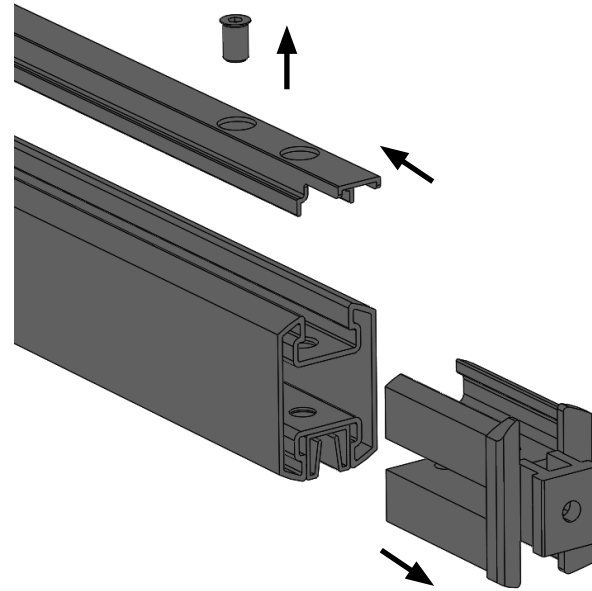
Step 1

If you are Installing Single screen with no dividers, follow Step 1 of previous section. Insert the screen properly into the channels. Once the screen is installed, slide in the column from the top.



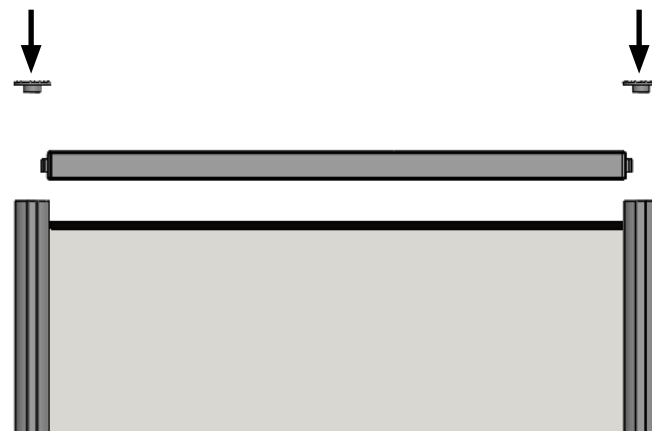
Step 2

Remove the end connectors and slide in the top insert. Then assemble back the end connectors.



Step 3

Slide in the cross beam into the column and install the (2) top caps.

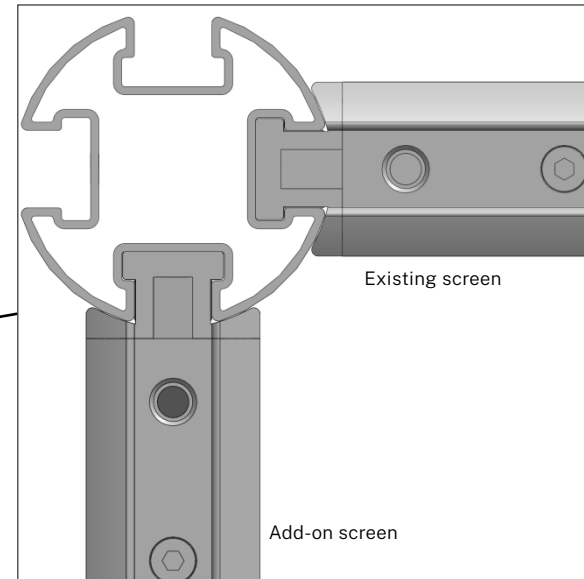
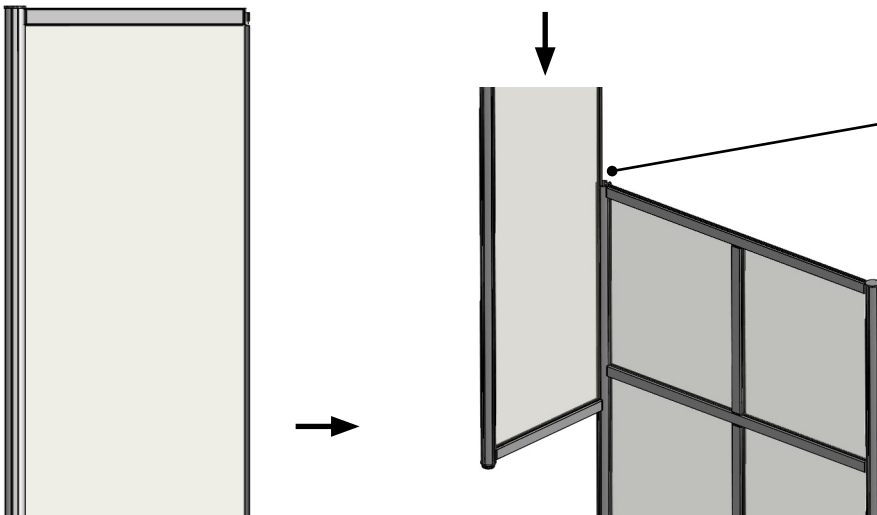


FREESTANDING SCREENS

Add-On Screen Installation

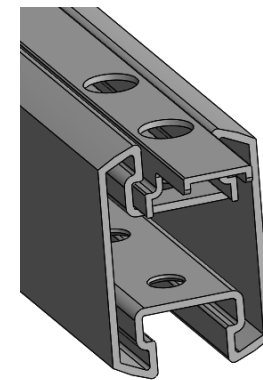
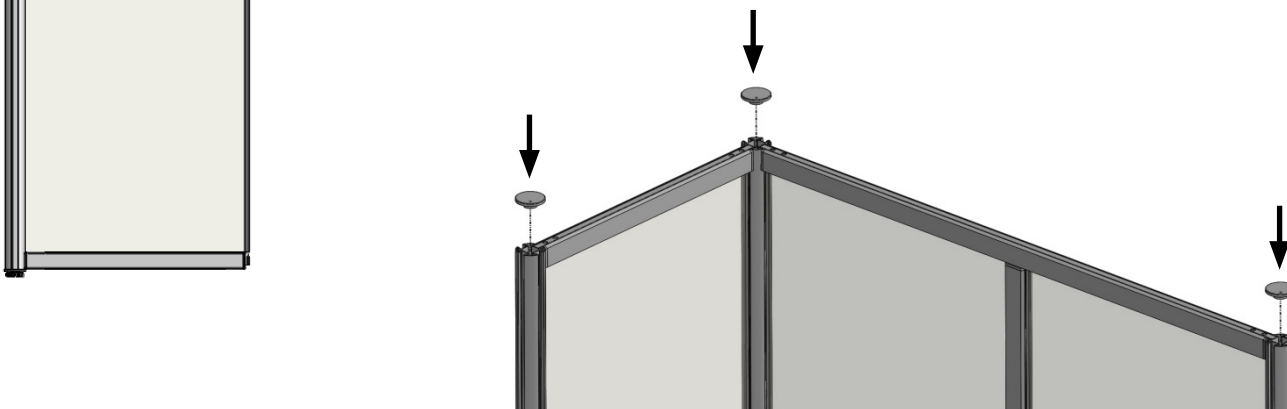
Step 1

Follow previous steps excluding installing second column. The Add-on screens are added adjacent or perpendicular to the existing screen. They have column on one end, and the other end slides into the column of an existing screen.



Step 2

Slide in the top finish into the cross beam. And then install the cross beam to the column. Install the topcaps.



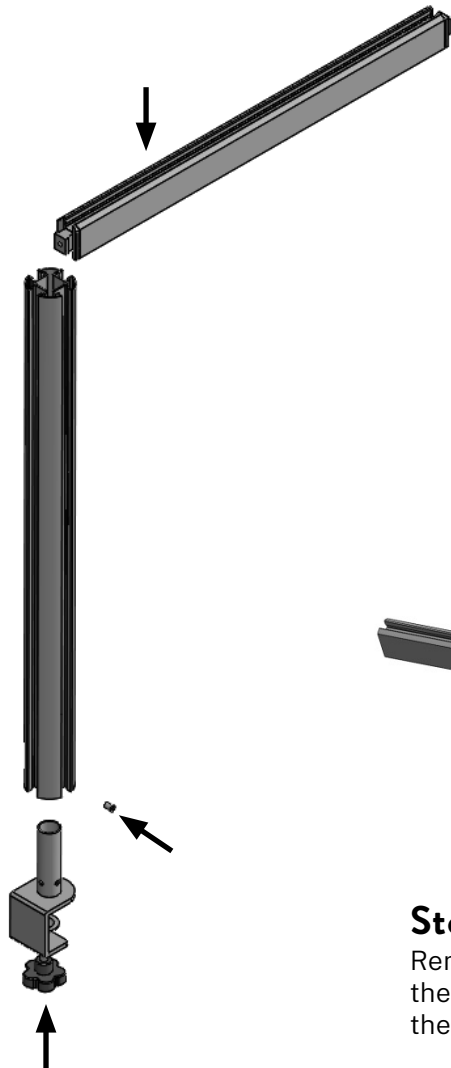
DESK SCREENS

Multi-Screen Component Installation

Step 1

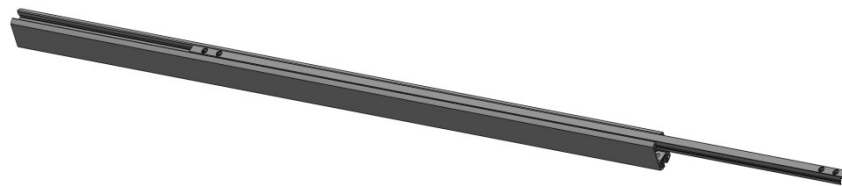
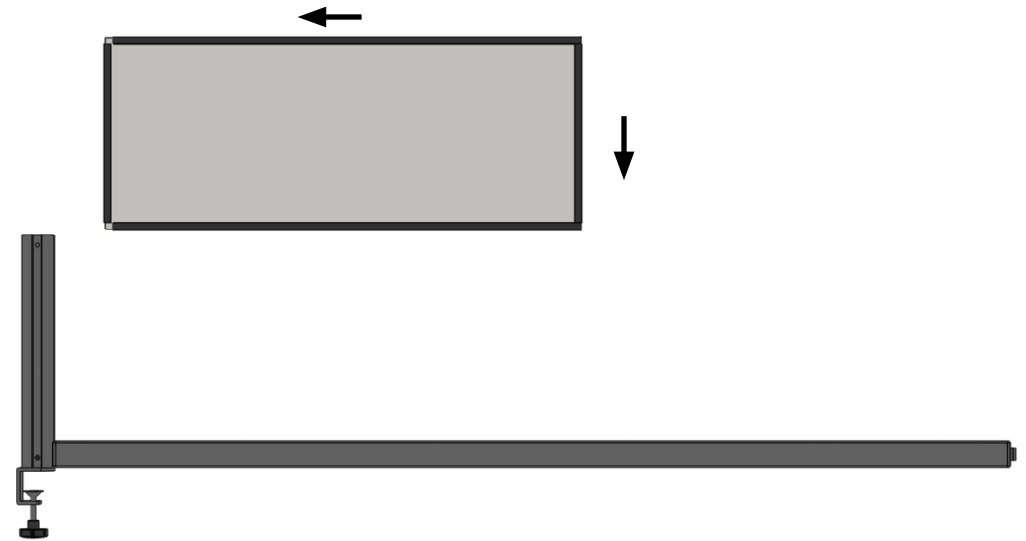
Start installing desk screen by assembling the column to the desk clamp using (1) FS-Screw. Then slide cross beam into the column.

NOTE: Do not install FS-Screw on the same side as the cross beam.



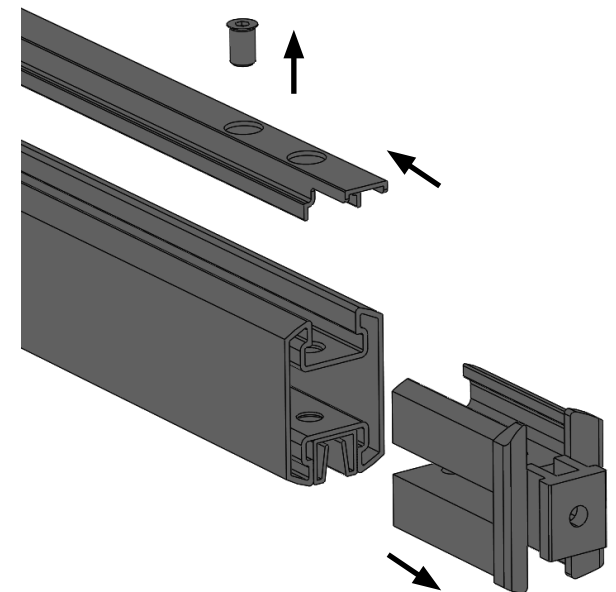
Step 2

With the frame built, slide screen into the column and the cross beam.



Step 3

Remove the end connector and slide-in the top-finish into the top cross beam. Assemble back the end connectors to the cross beam.

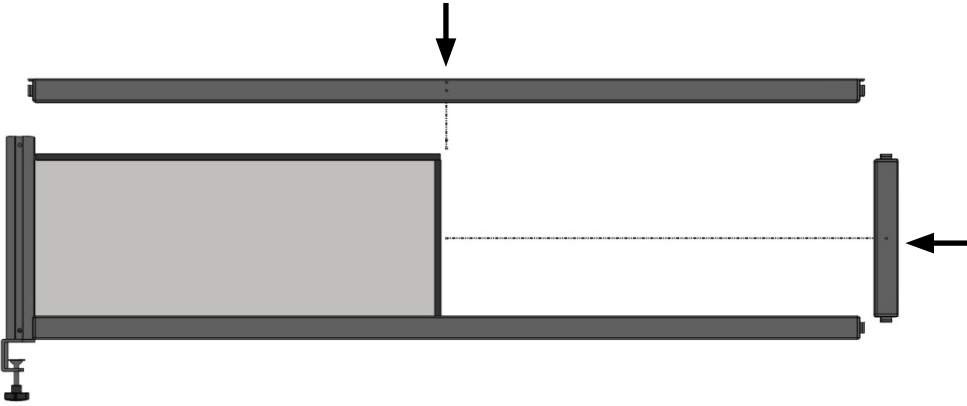


DESK SCREENS

Multi-Screen Component Installation

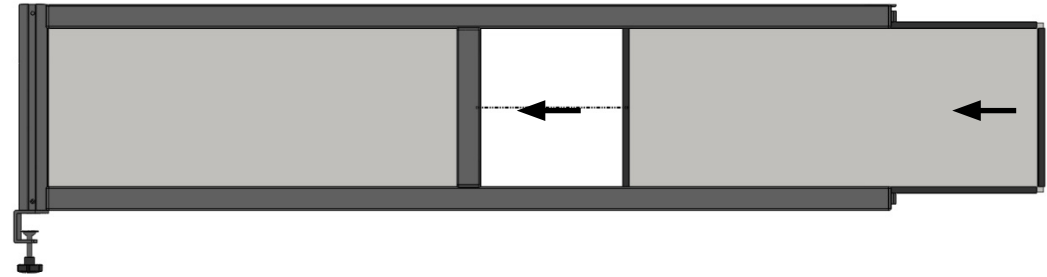
Step 4

Install the top cross beam into the left column and the screen. Then, slide in the center column into the cross beam.



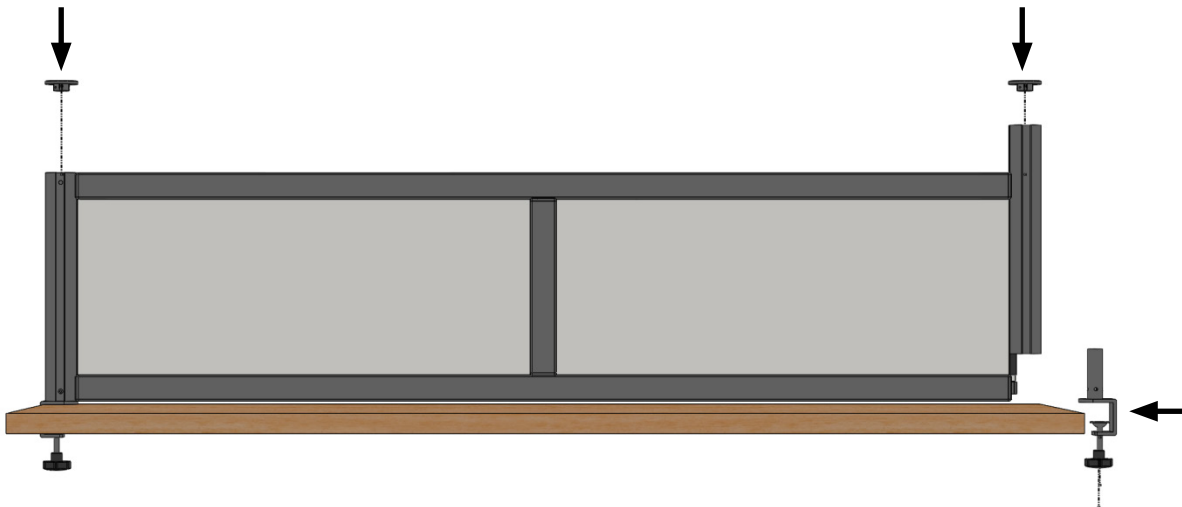
Step 5

Slide in the second screen into the cross beam.



Step 6

Install the desk clamp using (1) FS-screw and slide the column into the screen and the desk clamp



Step 7

Install the top caps and tighten the desk clamps.

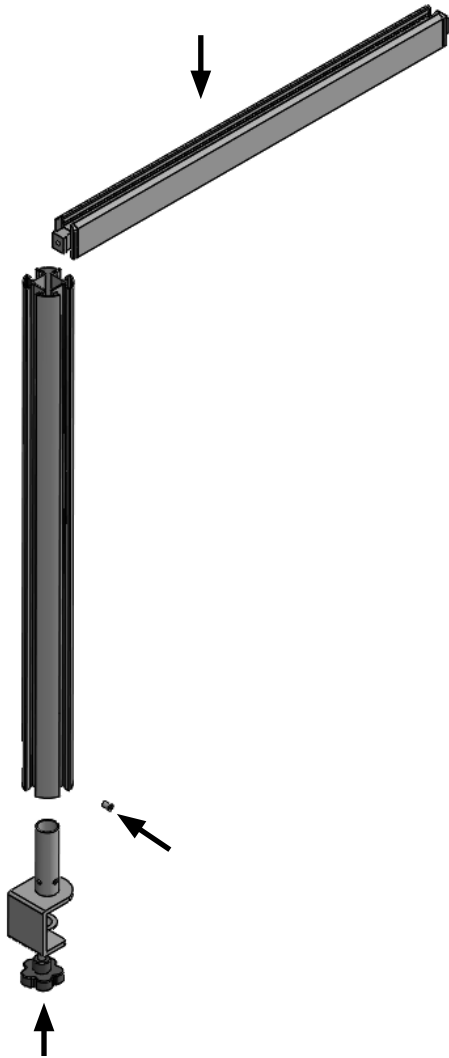
DESK SCREENS

Single Screen Component Installation

Step 1

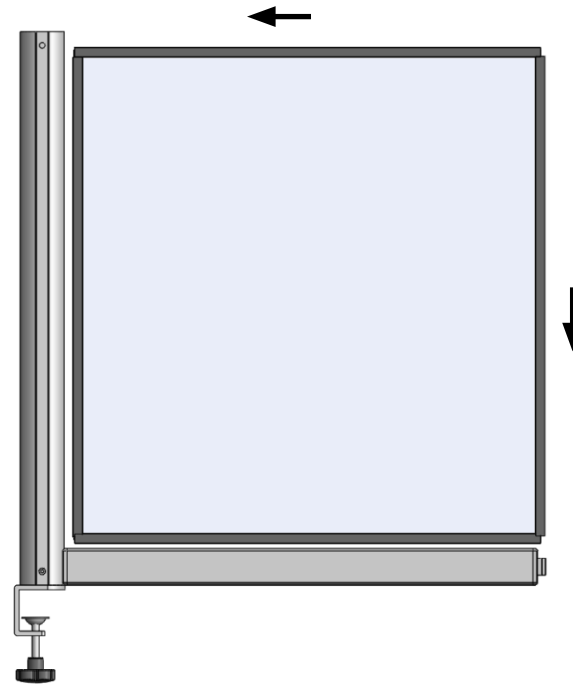
Installing the Desk screen is same as Installing a Freestanding screen. Start building the desk screen by assembling the column to the desk clamp using (1) FS-Screw. Then slide cross beam into the column.

NOTE: Do not install FS-Screw on the same side as the cross beam.



Step 2

With the frame built, slide in screen in the column and the cross beam.



DESK SCREENS

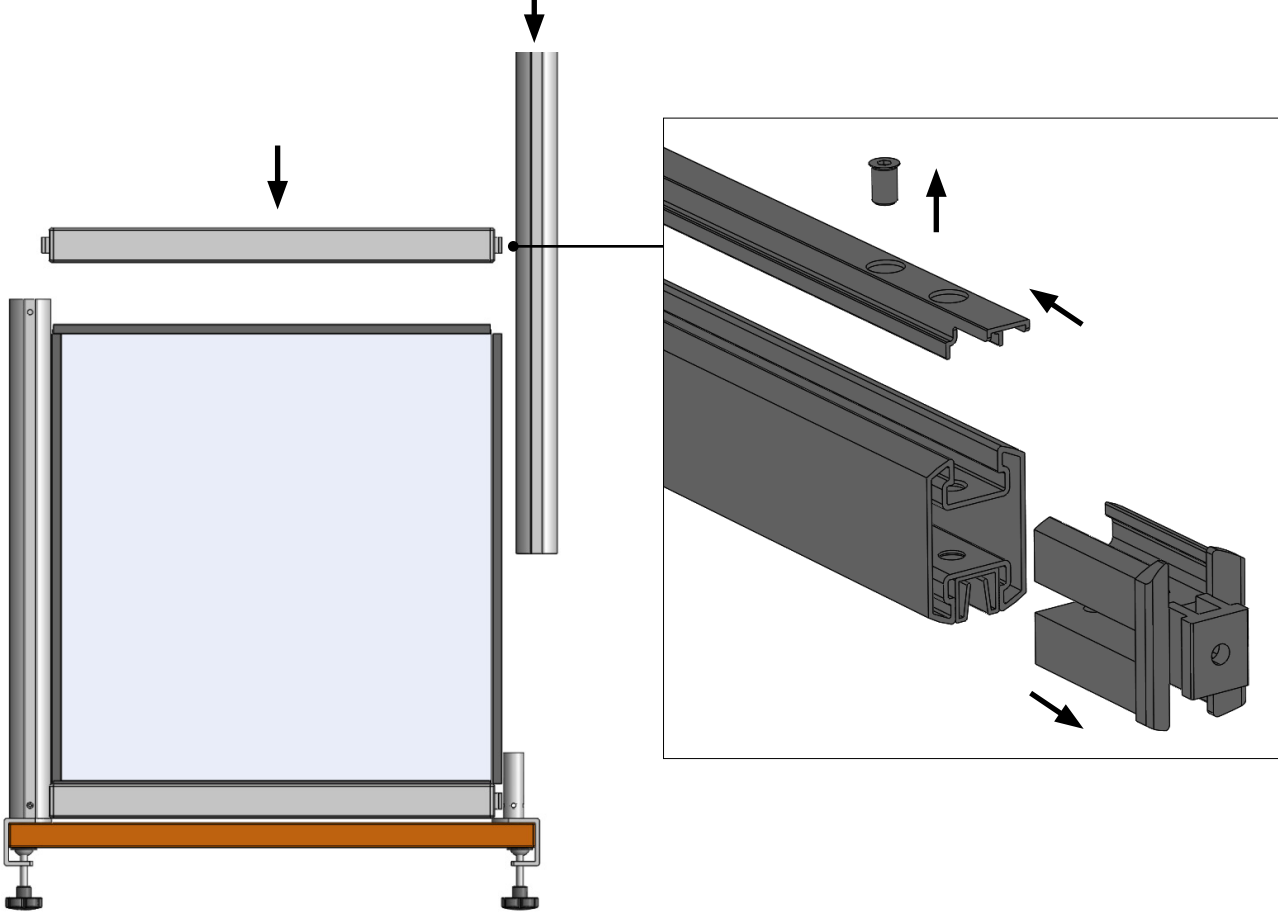
Single Screen Component Installation

Step 3

Remove the end connector to slide in the top finish into the cross beam. Assemble back the end connectors.

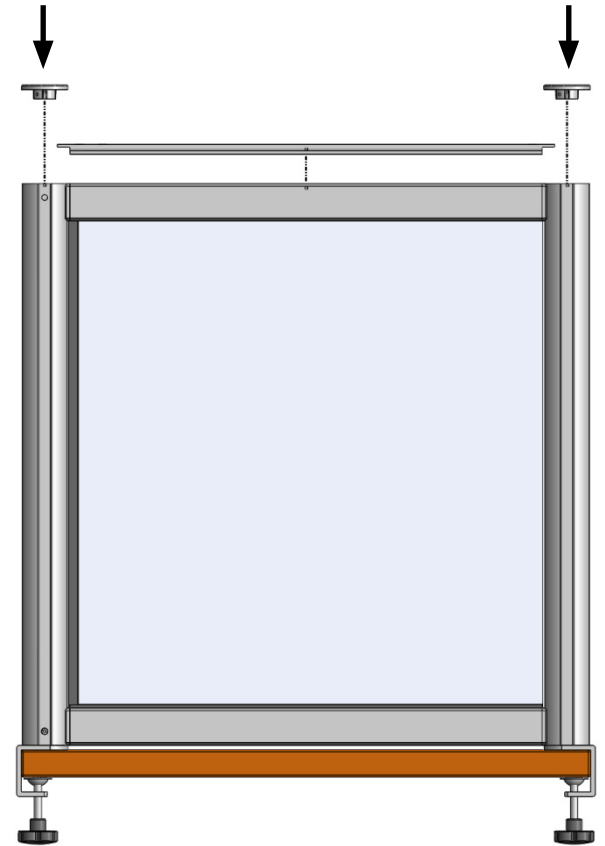
Step 4

Install the cross beam into the left column and the screen. Then, slide in the right end column on the screen and the cross beam. Slide in the assembled column into the desk clamp and secure it using (1) FS-screw.



Step 5

Insert the (2) top caps.

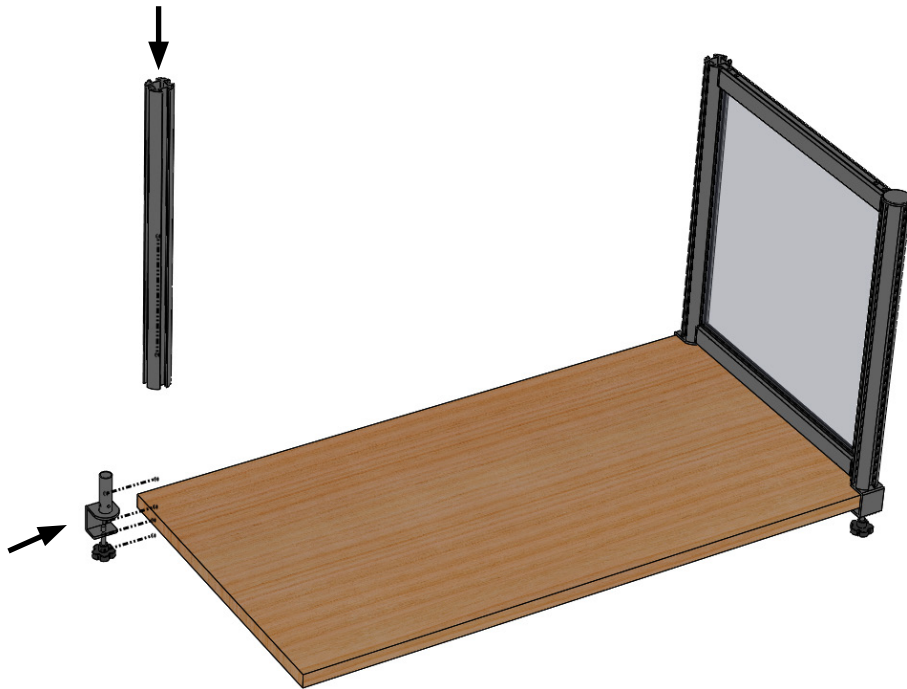


DESK SCREENS

Add-On Screen Installation

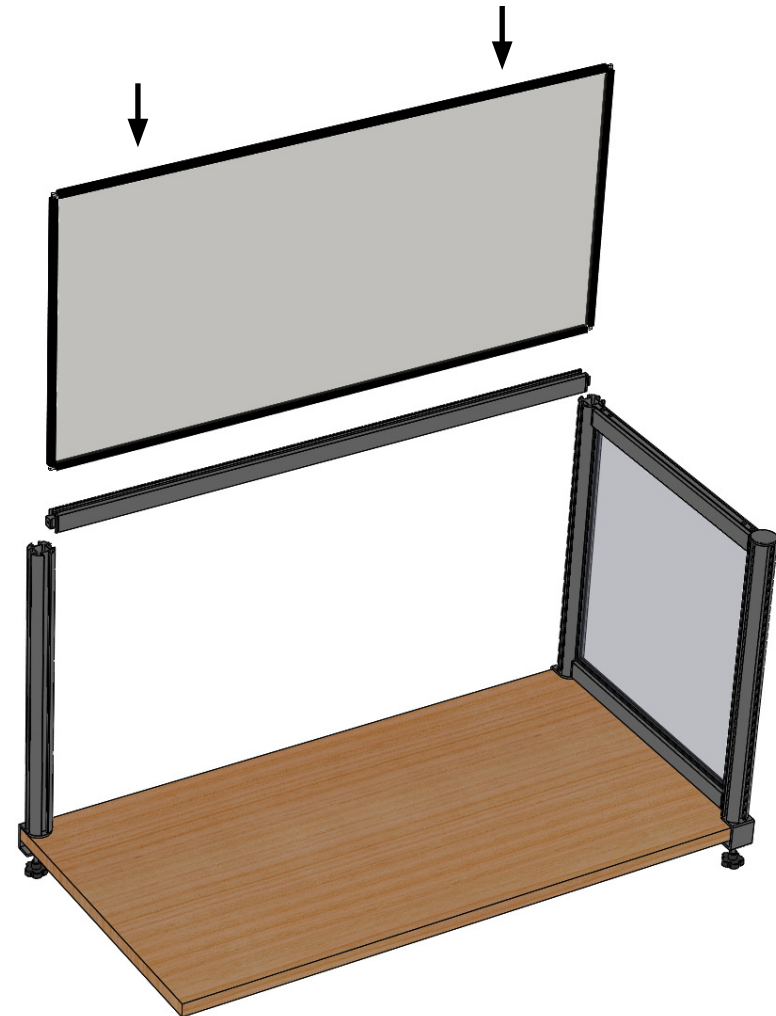
Step 1

Installing the add-on to the existing desk screen is same as installing add-on to the freestanding screen. Start building the add-on screen by installing the column to the desk clamp using (1) FS-Screw.



Step 2

Slide in the bottom cross beam into the vertical columns. Then slide in screen into the column and the cross beam.



DESK SCREENS

Add-On Screen Installation

Step 3

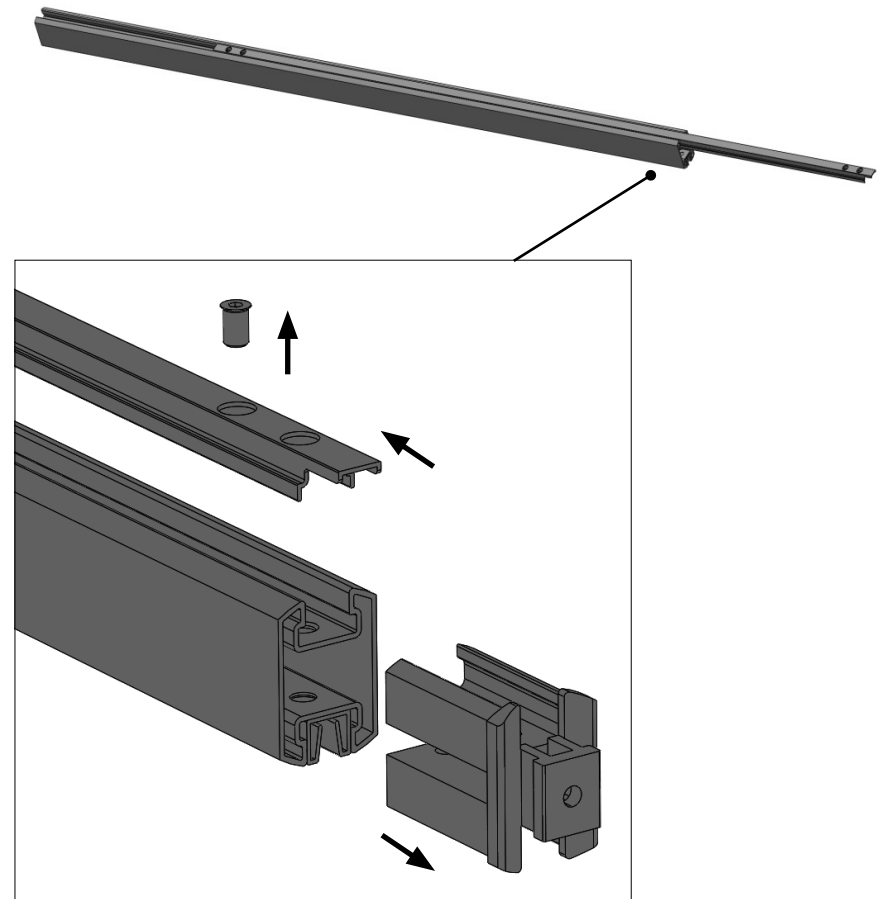
Remove the end connector and slide-in the top-finish into the top cross beam. Assemble back the end-connectors to the cross beam.

Step 4

Slide in the top cross beam into the column and the screen. Make sure the screen is secured between the columns and the cross beams. Attach the top caps into the columns.

Step 5

Tighten the desk clamp by adjusting the knob.



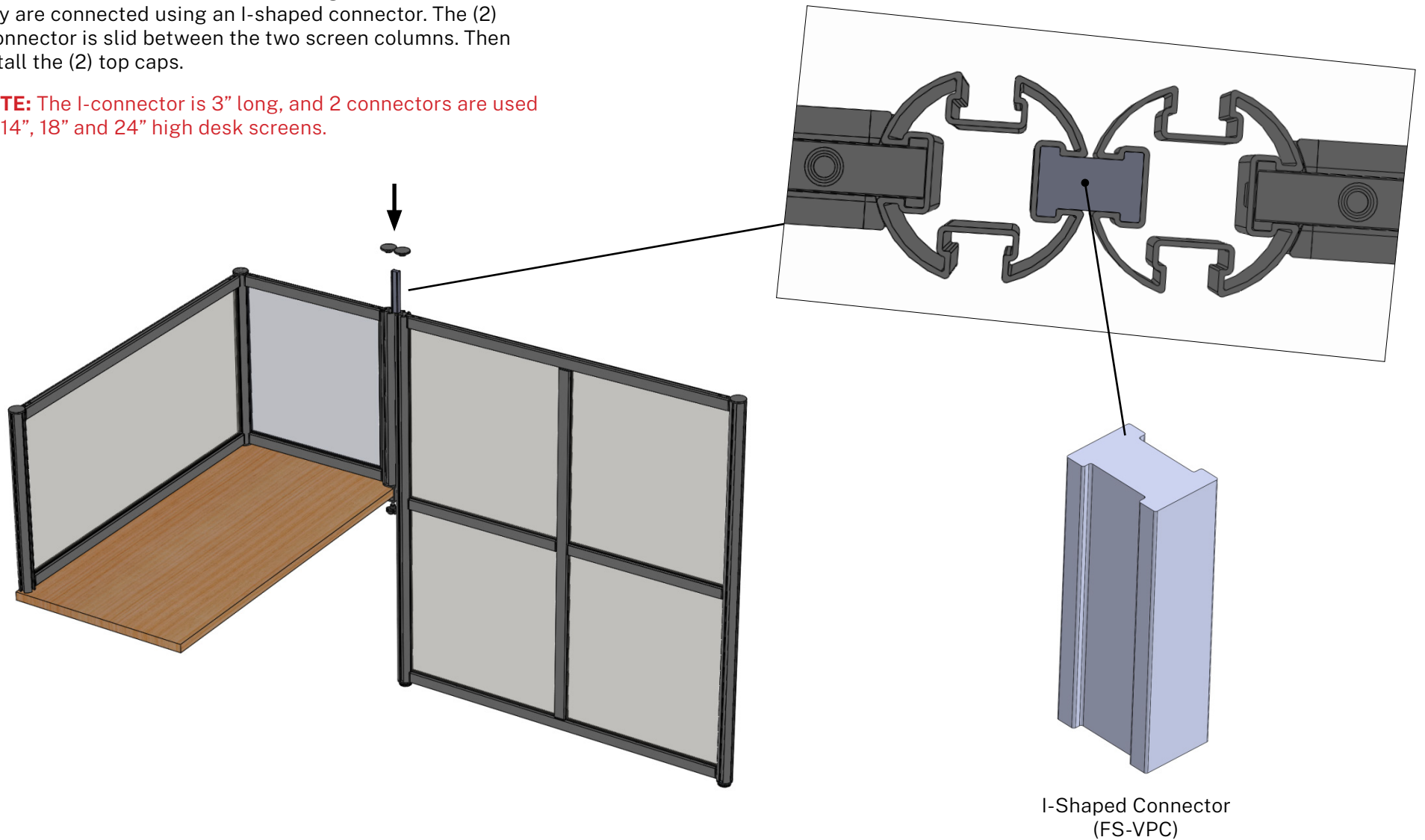
ASSEMBLY GUIDE

Adding Desk Screens to Freestanding Screens

Step 1

Once desk screen and the freestanding screen is assembled, they are connected using an I-shaped connector. The (2) I-connector is slid between the two screen columns. Then install the (2) top caps.

NOTE: The I-connector is 3" long, and 2 connectors are used for 14", 18" and 24" high desk screens.

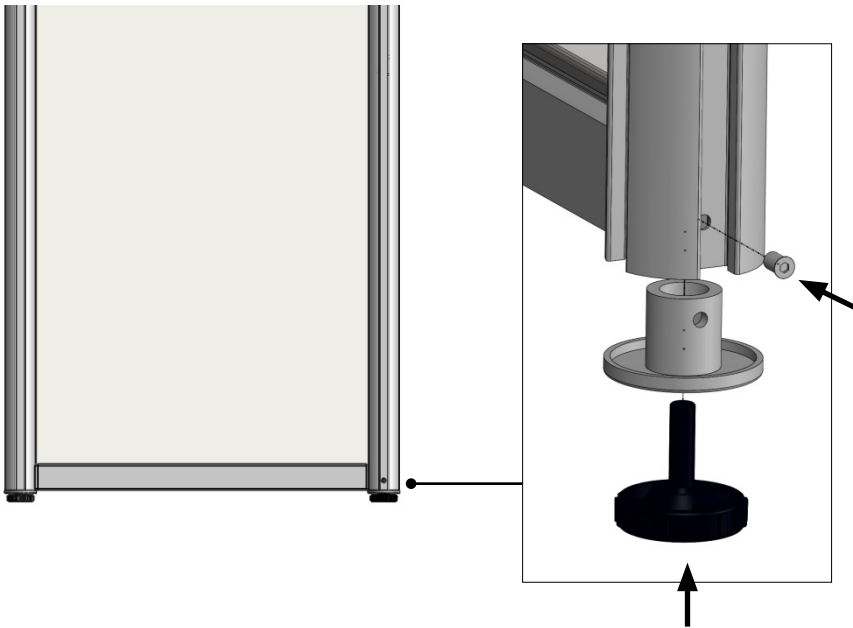


ASSEMBLY GUIDE

Base Feet Installation

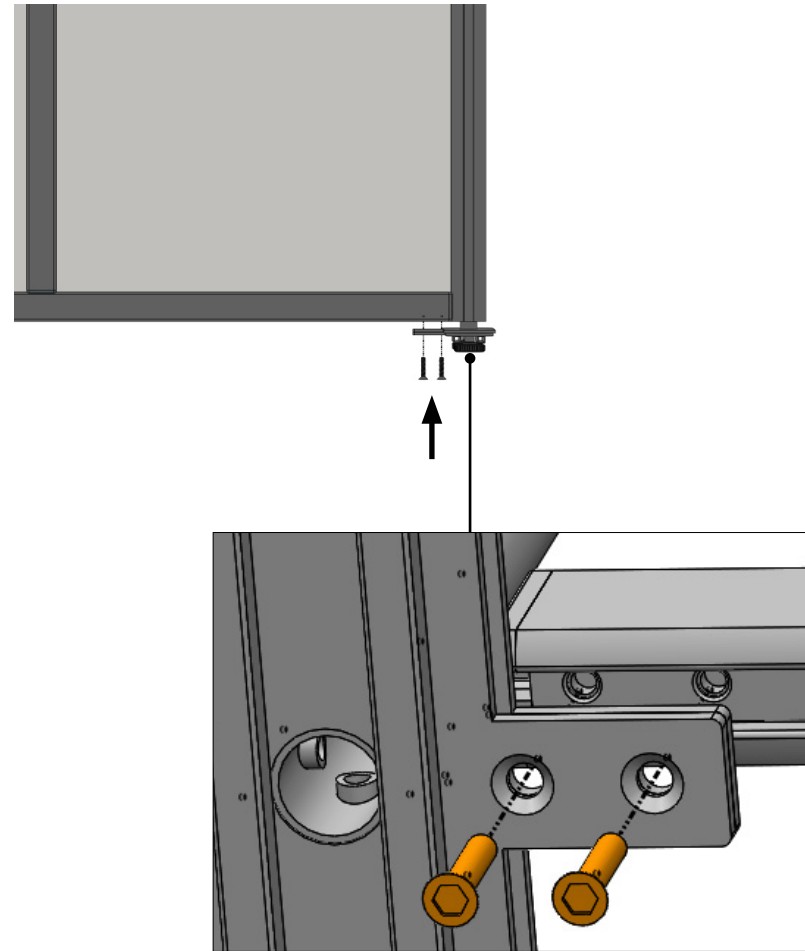
FS-BG-KIT Glide Foot Install

The base glide kit includes a glide housing, glide and a M6*1mm, 4mm long screw. Slide in the housing into the column and using the screw provided, install the housing to the column.



FS-BASE/FS-BASE-CASTER Foot Install

The base feet kit includes (2) M6*1mm, 30mm long screws and the base feet. Slide in the base feet into the column and assemble the (2) screws to the cross beam.

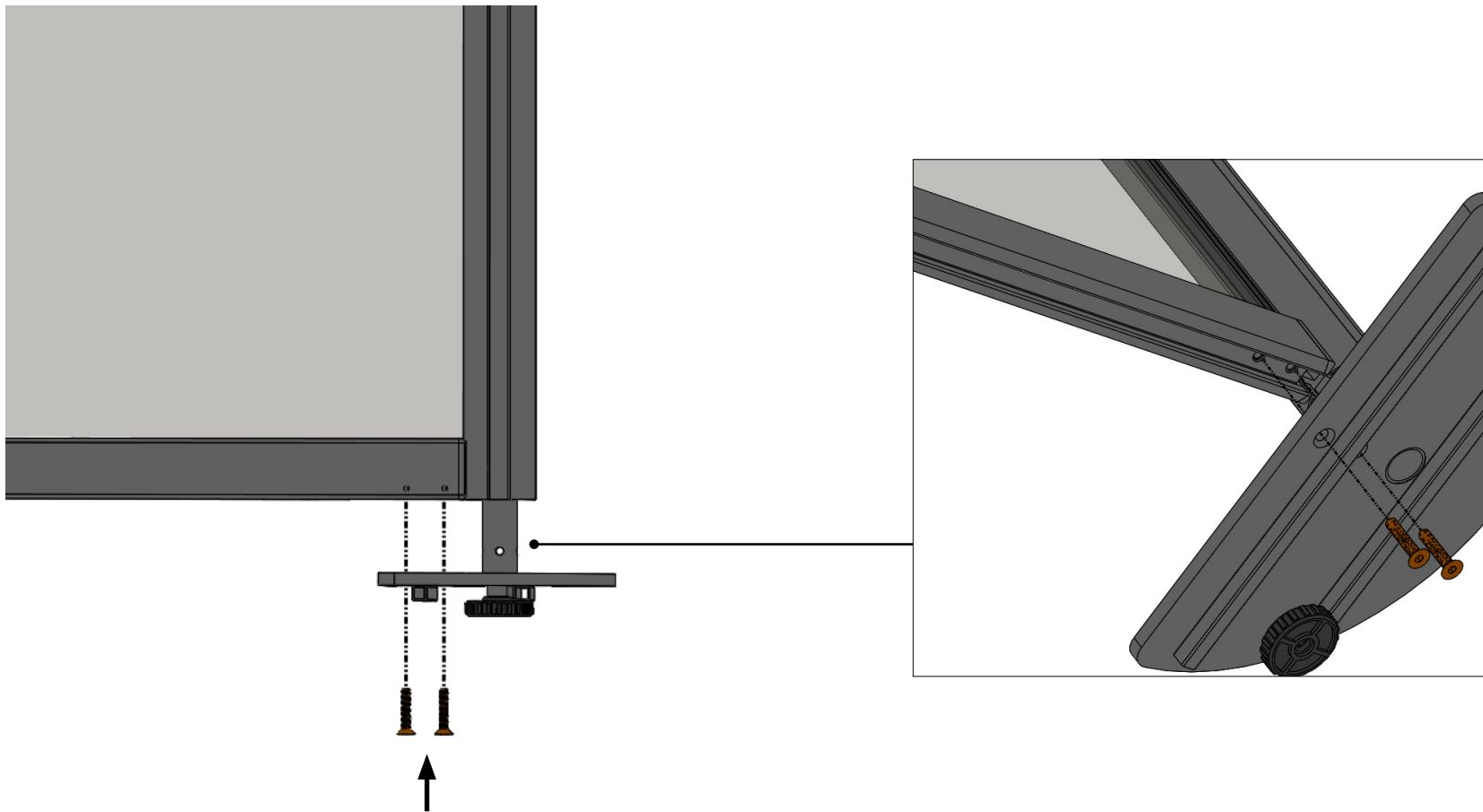


ASSEMBLY GUIDE

Base Feet Installation

FS-BASE-HALF Install

Slide in the base feet into the column and assemble the base feet to the cross beam using (2) m6*1mm, 30mm long screws.



ASSEMBLY GUIDE

Tools and Screw Index

Screws Used



FS-Screw-M6

M6-1.0 x 9.5 mm Hex Flat Head Socket Cap screw



Screw to Install Base Feet

M6-1.0 x 30 mm Hex Flat Head Socket Cap screw

Tools Used



3mm Allen Wrench



4mm Allen Wrench



5-in-1 Tool