Assembly Instructions ■

FlexStation® Overheads

August 2017



■ FlexStation® Overheads

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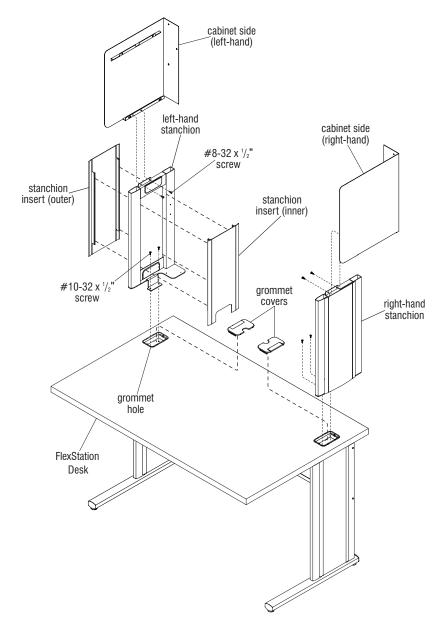


Figure 1

Single Universal Overhead Cabinet Installation

Important: FlexStation desk must be fully assembled prior to installing the overhead unit.

- Begin by removing grommet covers from the back sides at the top of the desk where the overhead cabinet will install (Figure 1).
- 2. Reference Figure 1 below to identify the left- and right-hand stanchions, as well as the left- and right-hand cabinet sides. One side at a time, position the appropriate stanchion as illustrated such that the lower mounting bracket of the stanchion inserts into the grommet hole. Align the mounting holes in the bracket with the holes in the top of the leg and secure using two #10-32 x 1/2" screws (Figure 1).
- 3. Orient the right- and left-hand cabinet sides as illustrated, then nest them into the tops of the stanchions and align the mounting holes. Secure from the inside using two #8-32 x 1/2" screws at each stanchion side (Figure 1).

■ FlexStation® Single Universal Overhead Cabinet

Assembly Instructions



- 4. Position cabinet back as illustrated, with studs facing the rear. Orient the cabinet back into position, inserting the studs on the cabinet back through the mounting holes in rear flanges of both installed cabinet sides. Use six #10-24 serrated nuts to secure back to sides (Figure 2).
- 5. Place the shelf bottom into position between the cabinet sides, above the lower mounting flanges and tight to the installed shelf back. Nest the bottom shelf down onto both cabinet sides lower mounting flanges and align mounting holes. Secure the bottom shelf to the cabinet sides from underneath, at each end using two #8-32 x 1/2" screws (Figure 3).
- At the lower rear of the shelf back, secure the shelf back to the rear edge of the bottom shelf using two #8-32 x ¹/₂" screws (Figure 3).

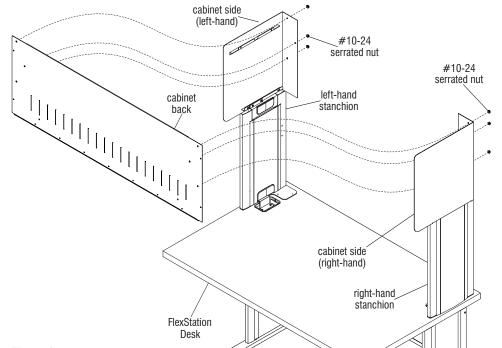


Figure 2

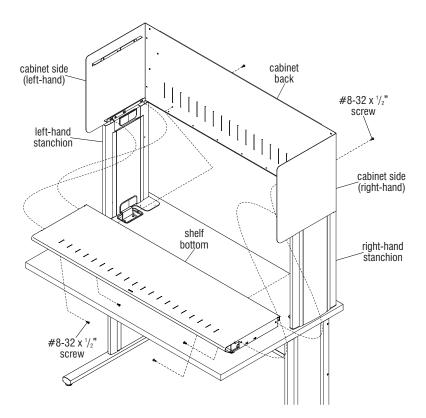
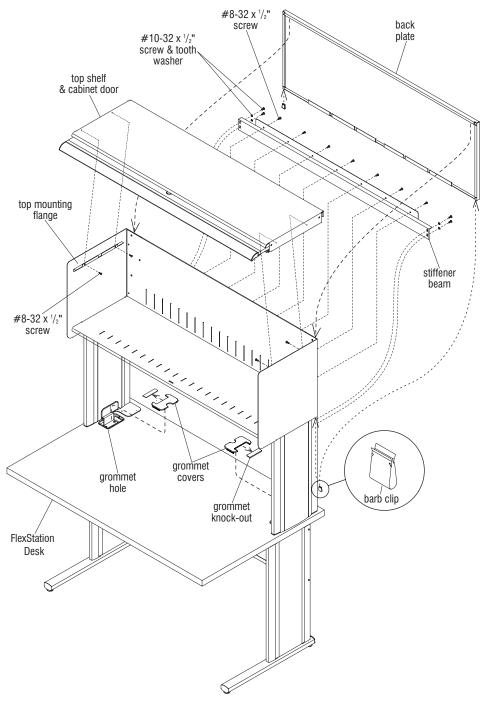


Figure 3





- Carefully set the top shelf/cabinet door up onto the top mounting flanges of both cabinet sides. Align mounting holes and secure using two #8-32 x 1/2" screws at each end (Figure 4).
- 8. Position the stiffener beam as illustrated to the lower rear of the back shelf, align mounting holes and secure beam to shelf back using the required number of #8-32 x 1/2" screws. Also, at each end of the stiffener beam, use two #10-32 x 1/2" screws with tooth washers and secure the beam to the top rear of the right- and left-hand stanchions (Figure 4).
- 9. Orient the back plate as illustrated behind the cabinet, then hang it onto the back of the cabinet such that the top vertical flange of the back plate captures the top inside edge of the shelf back. Use the two barb clips provided and press them up at the underside of the cabinet to attach the bottom of the back plate to the rear, bottom of the shelf back (Figure 4).
- 10. Take grommets removed in step one and remove the knock-outs from each. Snap the grommets back into place in the grommet hole at the installed stanchions (Figure 4).

■ FlexStation® Single Universal Overhead Shelf

Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Single Universal Overhead Shelf Installation

Important: FlexStation desk must be fully assembled prior to installing the overhead shelf unit.

- Begin by removing grommet covers from the back sides at the top of the desk where the overhead shelf will install (Figure 5).
- 2. Reference Figure 5 below to identify the left- and right-hand stanchions, as well as the left- and right-hand shelf sides. One side at a time, position the appropriate stanchion as illustrated such that the lower mounting bracket of the stanchion inserts into the grommet hole. Align the mounting holes in the bracket with the holes in the top of the leg and secure using two #10-32 x 1/2" screws (Figure 5).
- Orient the right- and left-hand shelf sides as illustrated, then nest them into the tops of the stanchions and align the mounting holes. Secure from the inside using two #8-32 x ¹/₂" screws at each stanchion side (Figure 5).

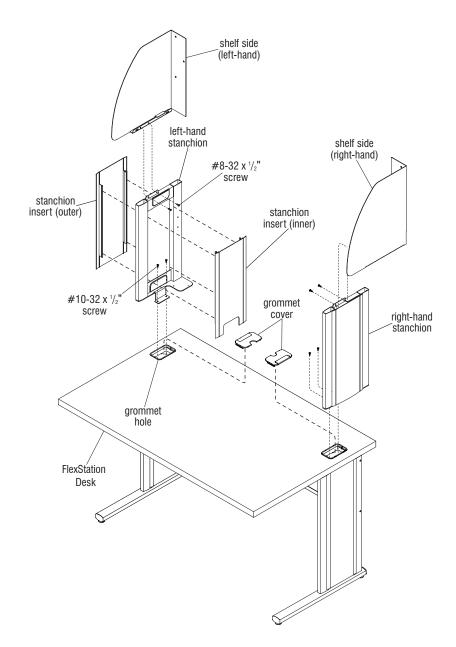


Figure 5



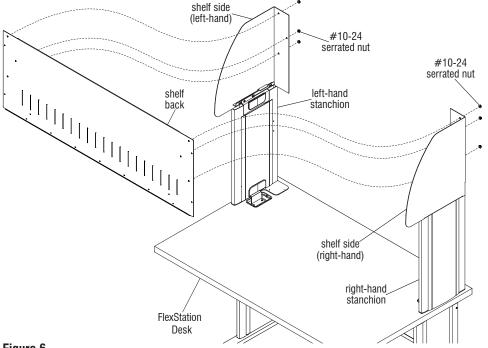
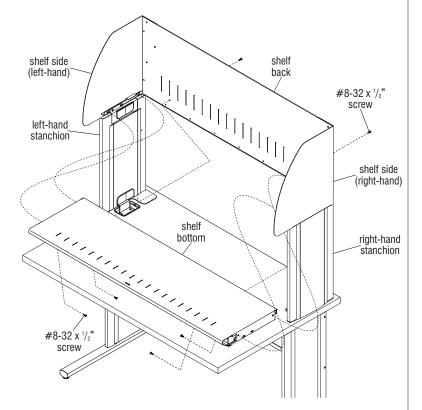


Figure 6



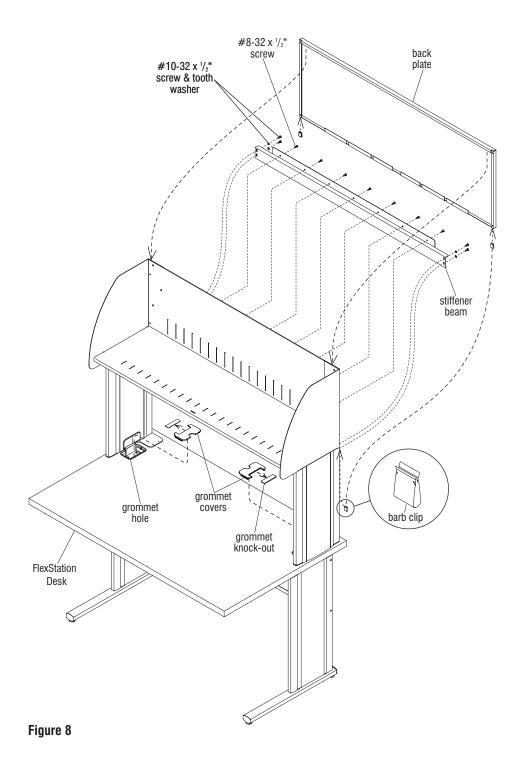
- 4. Position shelf back as illustrated, with studs facing the rear. Orient the shelf back into position, inserting the studs on the back through the mounting holes in rearflanges of both installed shelf sides. Use six #10-24 serrated nuts to secure back to sides (Figure 6).
- 5. Place the shelf bottom into position between the shelf sides, above the lower mounting flanges and tight to the installed shelf back. Nest the bottom shelf down onto both shelf sides lower mounting flanges and align mounting holes. Secure the bottom shelf to the shelf sides from underneath, at each end using two #8-32 x 1/2" screws (Figure 7).
- At the lower rear of the shelf back, secure the shelf back to the rear edge of the bottom shelf using two #8-32 x ¹/₂" screws (Figure 7).

■ FlexStation® Single Universal Overhead Shelf

Assembly Instructions



- 7. Position the stiffener bar as illustrated to the lower rear of the back shelf, align mounting holes and secure beam to shelf back using the required number of #8-32 x 1/2" screws. Also, at each end of the stiffener beam, use two #10-32 x 1/2" screws with tooth washers and secure the beam to the top rear of the right- and left-hand stanchions (Figure 8).
- 8. Orient the back plate as illustrated behind the shelf, then hang it onto the back of the cabinet such that the top vertical flange of the back plate captures the top inside edge of the shelf back. Use the two barb clips provided and press them up at the underside of the cabinet to attach the bottom of the back plate to the bottom, rear of the shelf back (Figure 8).
- 9. Take grommets removed in step one and remove the knock-outs from each. Snap the grommets back into place in the grommet hole at the installed stanchions (Figure 8).





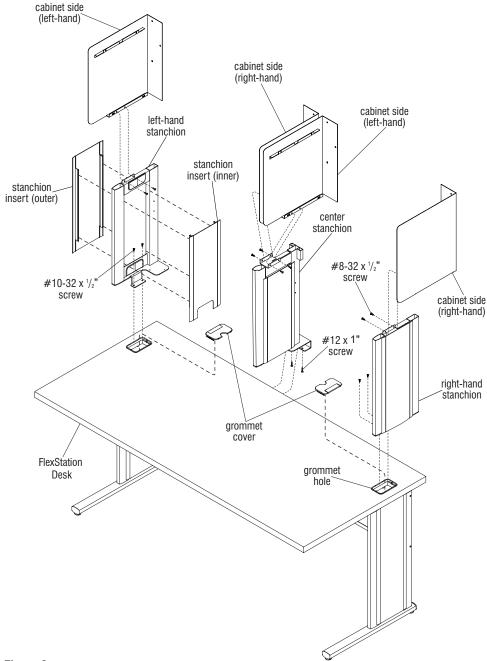


Figure 9

Dual Universal Overhead Cabinet Installation

Important: FlexStation desk must be fully assembled prior to installing the dual overhead unit.

Note: Dual overhead cabinet installations onto 72" long desks will have two 36" long cabinets mounted onto three stanchions, with the center stanchion being "centered" on the desk. Installations onto 66" long desks will have one 36" long cabinet and one 30" long cabinet mounted onto three stanchions, with the "center" stanchion being installed off-set by 3", so it is not centered on the desk. The installation below covers dual cabinet installation onto a 66" long desk.

- Begin by removing grommet covers from the back sides at the top of the desk where the overhead cabinet will install (Figure 9).
- 2. Reference Figure 9 below to identify the left-, right-hand and center stanchions, as well as the left- and right-hand cabinet sides. One side of the desk at a time, position the appropriate stanchion as illustrated such that the lower mounting bracket of the stanchion inserts into the grommet hole. Align the mounting holes in the bracket with the holes in the top of the leg and secure using two #10-32 x $^{1}/_{2}$ " screws. Next, install the center stanchion as illustrated to the underside of the desk using two #12 x 1" screws at the pre-drilled holes. As noted above, for 66" desks, the center stanchion will mount 3" off center on the desk (Figure 9).
- 3. Orient the right- and left-hand cabinet sides as illustrated, then nest them into the tops of the stanchions and align the mounting holes. Secure from the inside using two #8-32 x 1/2" screws at each stanchion side (Figure 9).

■ FlexStation® Dual Universal Overhead Cabinet

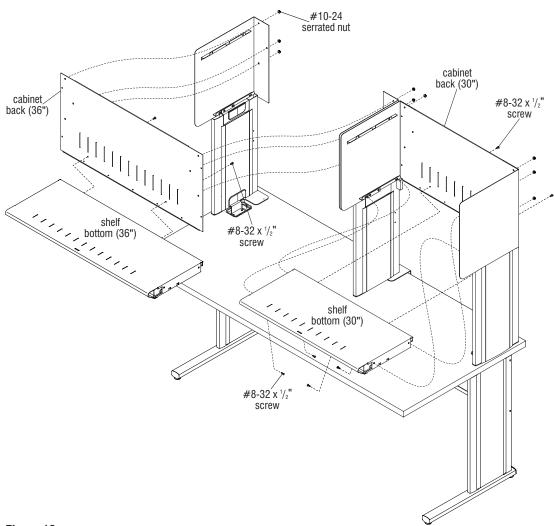
Assembly Instructions



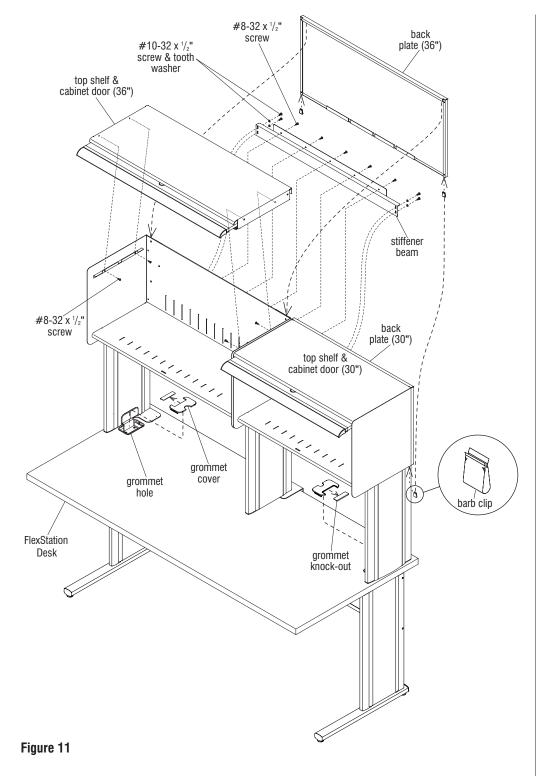
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Note: For installations of dual overhead cabinets onto 66" long desks, one cabinet back will be 36" and the other will be 30". The center stanchion should be installed to accommodate the size differences.

- 4. Position cabinet backs as illustrated, with studs facing the rear. Orient the cabinet backs into position, inserting the studs on the cabinet backs through the mounting holes in rear flanges of both sets of installed cabinet sides. Use six #10-24 serrated nuts per cabinet back to secure backs to sides (Figure 10).
- 5. Place the shelf bottoms into position between the cabinet sides, above the lower mounting flanges and tight to the installed shelf backs. Nest the bottom shelves down onto both cabinet sides lower mounting flanges and align mounting holes. Secure each bottom shelf to the cabinet sides from underneath, at each end using two #8-32 x 1/2" screws (Figure 10).
- 6. At the lower rear of each shelf back, secure the shelf back to the rear edge of the bottom shelf using two #8-32 x 1/2" screws as illustrated (Figure 10).







- 7. Carefully set each top shelf/cabinet door up onto the top mounting flanges of both cabinet sides. Align mounting holes and secure using two #8-32 x 1/2" screws at each end per cabinet (Figure 11).
- 8. Position the stiffener bar as illustrated to the lower rear of each back shelf, align mounting holes and secure beam to shelf back using the required number of #8-32 x ½" screws. Also, at each end of the stiffener beam, use two #10-32 x ½" screws with tooth washers and secure the beam to the top rear of the right- and left-hand stanchions (Figure 11).
- 9. Orient the back plates as illustrated behind each cabinet, then hang it onto the back of the cabinet such that the top vertical flange of the back plate captures the top inside edge of the shelf back. Use the two barb clips provided per cabinet and press them up at the underside of the cabinet to attach the bottom of each back plate to the bottom, rear of the corresponding shelf back (Figure 11).
- 10. Take grommets removed in step one and remove the knock-outs from each. Snap the grommets back into place in the grommet hole at the installed stanchions (Figure 11).

■ FlexStation® Dual Universal Overhead Shelf

Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Dual Universal Overhead Shelf Installation

Important: FlexStation desk must be fully assembled prior to installing the dual overhead shelf unit.

Note: Dual overhead shelf installations onto 72" long desks will have two 36" long shelves mounted onto three stanchions, with the center stanchion being "centered" on the desk. Installations onto 66" long desks will have one 36" long shelf and one 30" long shelf mounted onto three stanchions, with the "center" stanchion being installed off-set by 3", so it is not centered on the desk. The installation below covers installation onto a 66" long desk.

- Begin by removing grommet covers from the back sides at the top of the desk where the overhead cabinet will install (Figure 12).
- 2. Reference Figure 12 below to identify the left-, right-hand and center stanchions, as well as the left- and right-hand shelf sides. One side of the desk at a time, position the appropriate stanchion as illustrated such that the lower mounting bracket of the stanchion inserts into the grommet hole. Align the mounting holes in the bracket with the holes in the top of the leg and secure using two #10-32 x $^{1}/_{2}$ " screws. Next, install the center stanchion as illustrated to the underside of the desk using two #12 x 1" screws at the pre-drilled holes. As noted above, for 66" desks, the center stanchion will mount 3" off center on the desk (Figure 12).
- 3. Orient the right- and left-hand cabinet sides as illustrated, then nest them into the tops of the stanchions and align the mounting holes. Secure from the inside using two #8-32 x 1/2" screws at each stanchion side (Figure 12).

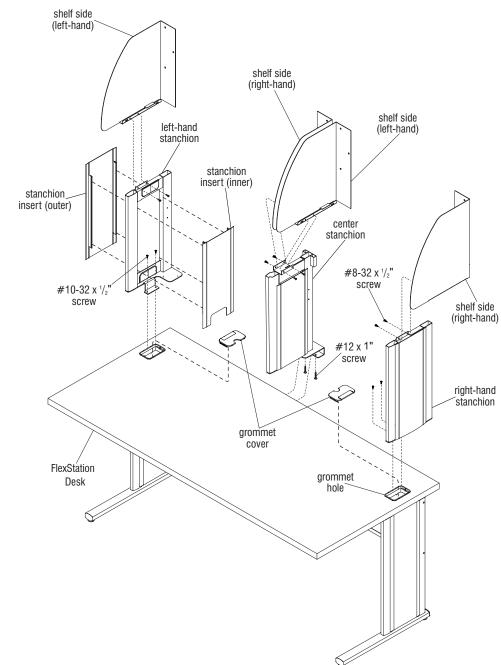
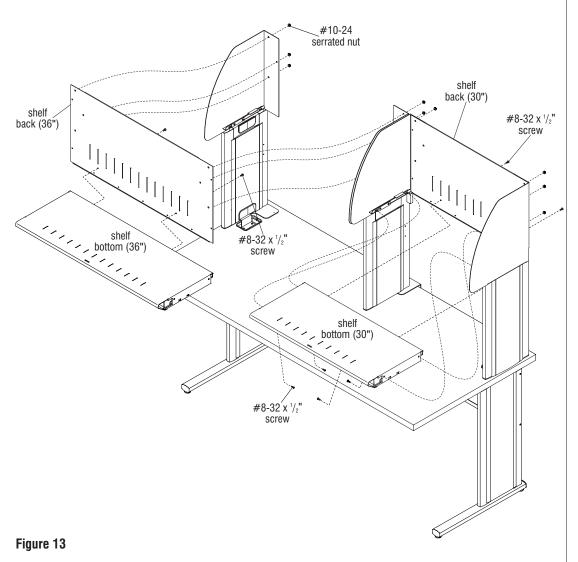


Figure 12





Note: For installations of dual overhead shelves onto 66" long desks, one shelf back will be 36" and the other will be 30". The center stanchion should be installed to accommodate the size differences.

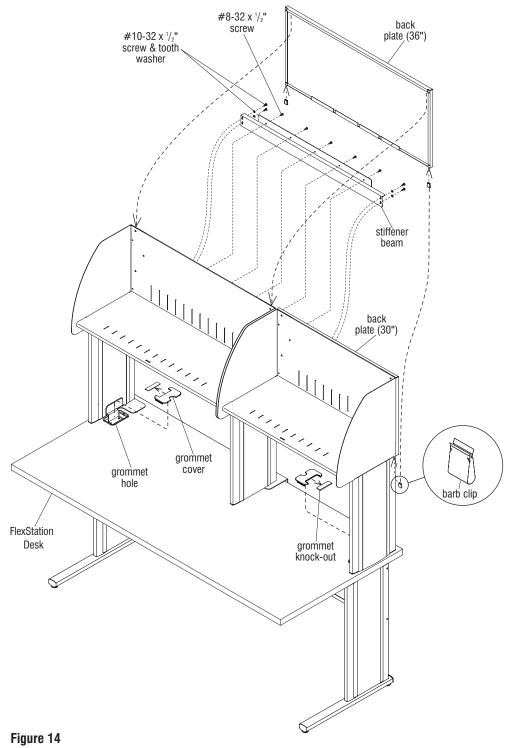
- 4. Position shelf backs as illustrated, with studs facing the rear. Orient the shelf backs into position, inserting the studs on the backs through the mounting holes in rear flanges of both sets of installed shelf sides. Use six #10-24 serrated nuts per shelf back to secure backs to sides (Figure 13).
- 5. Place the shelf bottoms into position between the shelf sides, above the lower mounting flanges and tight to the installed shelf backs. Nest the bottom shelves down onto both shelf sides lower mounting flanges and align mounting holes. Secure each bottom shelf to the shelf sides from underneath, at each end using two #8-32 x 1/2" screws (Figure 13).
- 6. At the lower rear of each shelf back, secure the shelf back to the rear edge of the bottom shelf using two #8-32 x 1/2" screws as illustrated (Figure 13).

■ FlexStation® Dual Universal Overhead Shelf

Assembly Instructions



- 7. Position the stiffener bar as illustrated to the lower rear of each back shelf, align mounting holes and secure beam to shelf back using the required number of #8-32 x 1/2" screws. Also, at each end of the stiffener beam, use two #10-32 x 1/2" screws with tooth washers and secure the beam to the top rear of the right- and left-hand stanchions (Figure 14).
- 8. Orient the back plates as illustrated behind each shelf unit, then hang each onto the back of the shelf backs such that the top vertical flange of the back plate captures the top inside edge of the shelf back. Use the two barb clips provided per shelf unit and press them up at the underside of the cabinet to attach the bottom of each back plate to the bottom, rear of the corresponding shelf back (Figure 14).
- Take grommets removed in step one and remove the knock-outs from each. Snap the grommets back into place in the grommet hole at the installed stanchions (Figure 14).





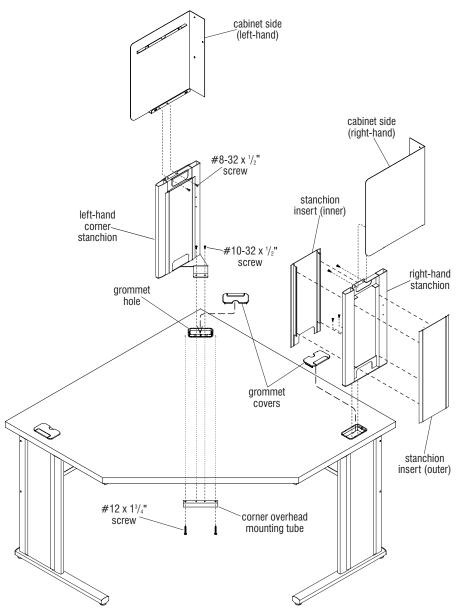


Figure 15

Corner Universal Overhead Cabinet Installation

Important: FlexStation corner desk must be fully assembled prior to installing the overhead unit.

Note: Determine if your cabinet installation is specified as right- or left-hand. This instruction covers right, though left-hand cabinet installation is similar but it will have a different set of stanchions.

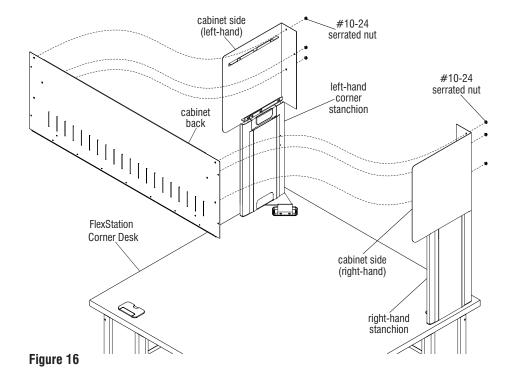
- Begin by removing grommet covers from the back corner, and back side at the top of the corner desk where the overhead cabinet will install (Figure 15).
- 2. At the rear corner, from underneath the worksurface, position the corner overhead mounting tube as illustrated and align to pre-drilled holes. Install using two #12 x 13/4" screws (Figure 15).
- Reference Figure 15 below to identify the corner stanchion (left-hand) and the right-hand stanchion, as well as the left- and right-hand cabinet sides (Figure 15).
- 4. Position the corner stanchion (left-hand) as illustrated such that the lower mounting bracket of the stanchion inserts into the grommet hole. Align the mounting holes in the bracket with the holes in the installed corner overhead mounting tube. Secure stanchion bracket to corner overhead mounting tube using two #10-32 x ½" screws (Figure 15).
- 5. Position the right-hand stanchion with the bracket through the grommet hole, aligning the mounting holes in the bracket with the mounting holes in the top of the right-hand leg. Secure bracket to leg using two #10-32 x 1/2" screws (Figure 15).
- 6. Orient the right- and left-hand cabinet sides as illustrated, then nest them into the tops of the stanchions and align the mounting holes. Secure from the inside using two #8-32 x 1/2" screws at each stanchion side (Figure 15).

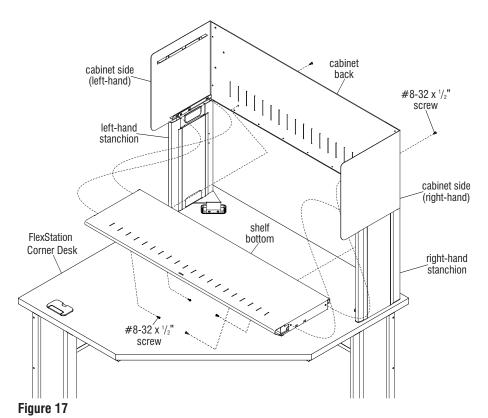
■ FlexStation® Corner Universal Overhead Cabinet

Assembly Instructions

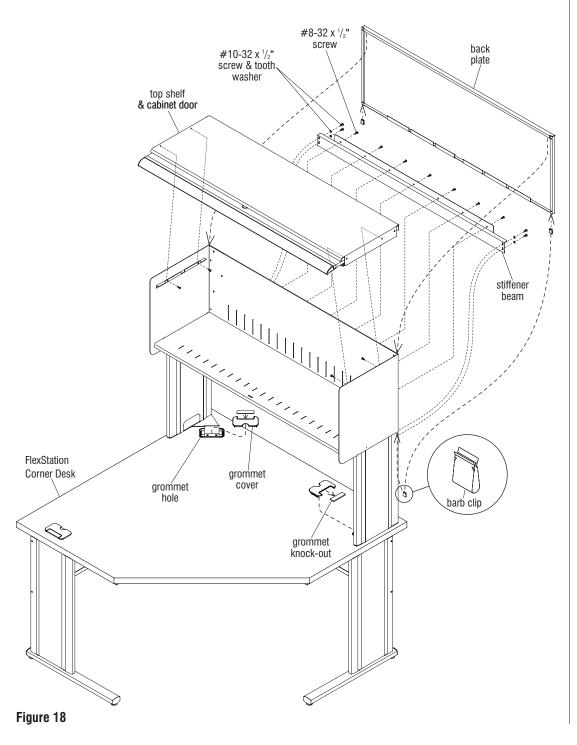


- 7. Position cabinet back as illustrated, with studs facing the rear. Orient the cabinet back into position, inserting the studs on the cabinet back through the mounting holes in rear flanges of both installed cabinet sides. Use six #10-24 serrated nuts to secure back to sides (Figure 16).
- 8. Place the shelf bottom into position between the cabinet sides, above the lower mounting flanges and tight to the installed shelf back. Nest the bottom shelf down onto both cabinet sides lower mounting flanges and align mounting holes. Secure the bottom shelf to the cabinet sides from underneath, at each end using two #8-32 x 1/2" screws (Figure 17).
- At the lower rear of the shelf back, secure the shelf back to the rear edge of the bottom shelf using two #8-32 x ¹/₂" screws (Figure 17).









- 10. Carefully set the top shelf/cabinet door up onto the top mounting flanges of both cabinet sides. Align mounting holes and secure using two #8-32 x 1/2" screws at each end (Figure 18).
- 11. Position the stiffener bar as illustrated to the lower rear of the back shelf, align mounting holes and secure beam to shelf back using the required number of #8-32 x 1/2" screws. Also, at each end of the stiffener beam, use two #10-32 x 1/2" screws with tooth washers and secure the beam to the top rear of the right- and left-hand stanchions (Figure 18).
- 12. Orient the back plate as illustrated behind the cabinet, then hang it onto the back of the cabinet such that the top vertical flange of the back plate captures the top inside edge of the shelf back. Use the two barb clips provided and press them up at the underside of the cabinet to attach the bottom of the back plate to the bottom, rear of the shelf back (Figure 18).
- 13. Take grommets removed in step one and remove the knock-outs from each. Snap the grommets back into place in the grommet hole at the installed stanchions (Figure 18).

■ FlexStation® Corner Universal Overhead Shelf

Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Corner Universal Overhead Shelf Installation

Important: FlexStation corner desk must be fully assembled prior to installing the overhead unit.

Note: Determine if your cabinet installation is specified as right- or left-hand. This instruction covers right, though left-hand cabinet installation is similar but it will have a different set of stanchions.

- Begin by removing grommet covers from the back corner, and back side at the top of the corner desk where the overhead cabinet will install (Figure 19).
- 2. At the rear corner, from underneath the worksurface, position the corner overhead mounting tube as illustrated and align to pre-drilled holes. Install using two #12 x 13/4" screws (Figure 19).
- 3. Reference Figure 19 below to identify the corner stanchion (left-hand) and the right-hand stanchion, as well as the left- and right-hand cabinet sides (Figure 19).
- 4. Position the corner stanchion (left-hand) as illustrated such that the lower mounting bracket of the stanchion inserts into the grommet hole. Align the mounting holes in the bracket with the holes in the installed corner overhead mounting tube. Secure stanchion bracket to corner overhead mounting tube using two #10-32 x 1/2" screws (Figure 19).
- 5. Position the right-hand stanchion with the bracket through the grommet hole, aligning the mounting holes in the bracket with the mounting holes in the top of the right-hand leg. Secure bracket to leg using two #10-32 x 1/2" screws (Figure 19).
- 6. Orient the right- and left-hand cabinet sides as illustrated, then nest them into the tops of the stanchions and align the mounting holes. Secure from the inside using two #8-32 x 1/2" screws at each stanchion side (Figure 19).

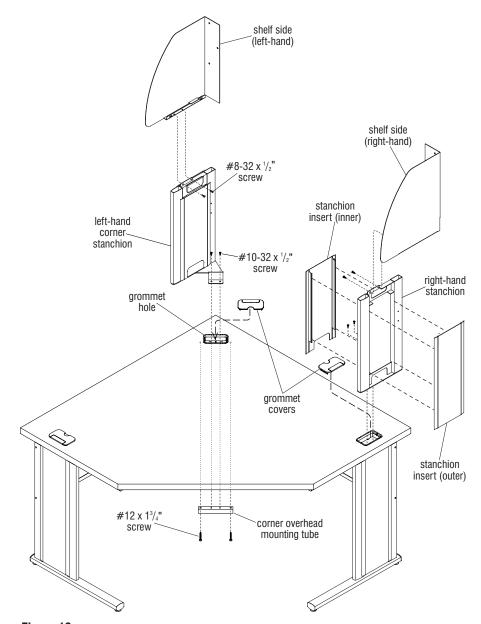
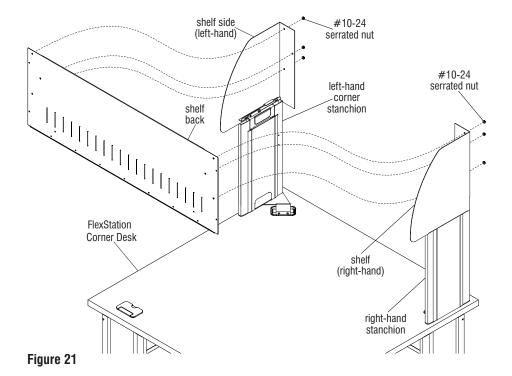


Figure 19





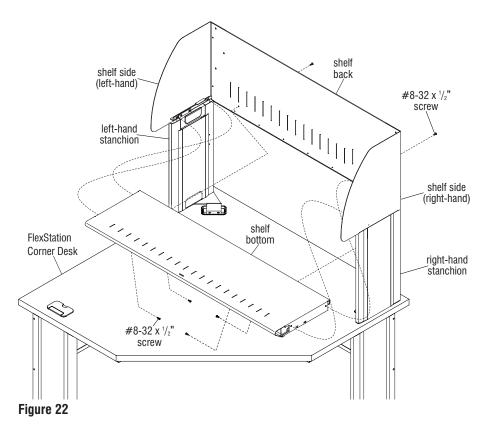
- the cabinet back into position, inserting the studs on the cabinet back through the mounting holes in rear flanges of both installed cabinet sides. Use six #10-24 serrated nuts to secure back to sides (Figure 21).

 8. Place the shelf bottom into position between the cabinet sides, above the
 - 8. Place the shelf bottom into position between the cabinet sides, above the lower mounting flanges and tight to the installed shelf back. Nest the bottom shelf down onto both cabinet sides lower mounting flanges and align mounting holes. Secure the bottom shelf to the cabinet sides from underneath, at each end using two #8-32 x 1/2" screws (Figure 22).

7. Position cabinet back as illustrated,

with studs facing the rear. Orient

 At the lower rear of the shelf back, secure the shelf back to the rear edge of the bottom shelf using two #8-32 x ¹/₂" screws (Figure 22).

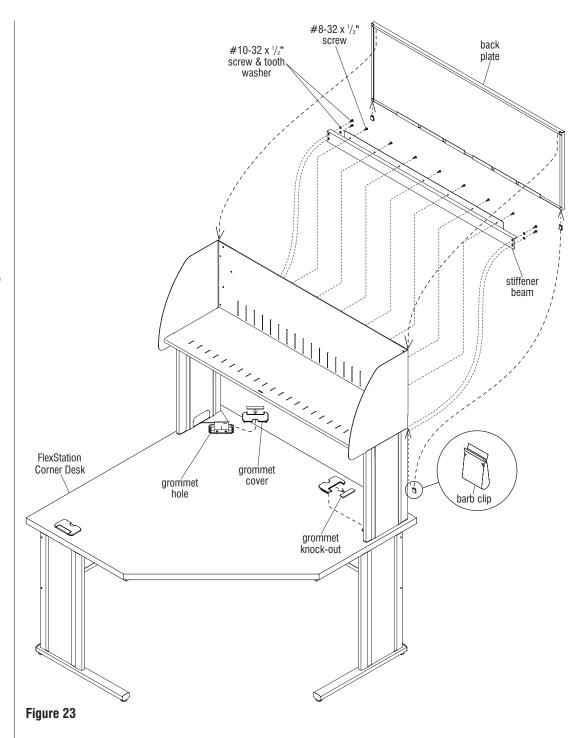


■ FlexStation® Corner Universal Overhead Shelf

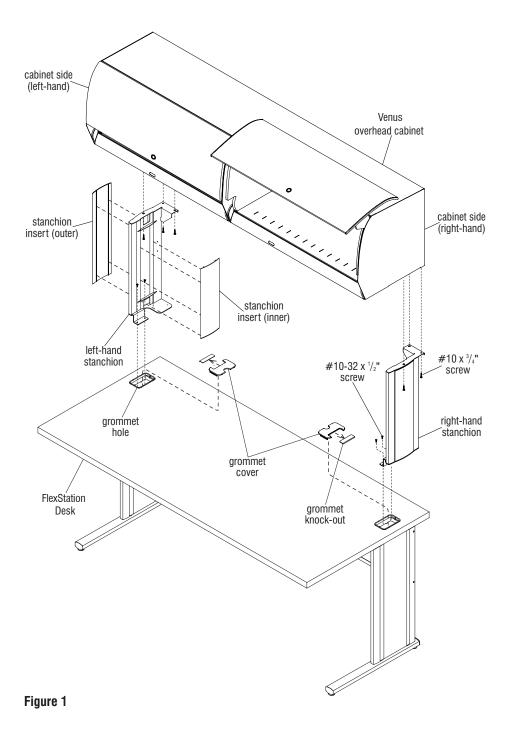
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- 10. Position the stiffener bar as illustrated to the lower rear of the back shelf, align mounting holes and secure beam to shelf back using the required number of #8-32 x 1/2" screws. Also, at each end of the stiffener beam, use two #10-32 x 1/2" screws with tooth washers and secure the beam to the top rear of the right- and left-hand stanchions (Figure 23).
- 11. Orient the back plate as illustrated behind the cabinet, then hang it onto the back of the cabinet such that the top vertical flange of the back plate captures the top inside edge of the shelf back. Use the two barb clips provided and press them up at the underside of the cabinet to attach the bottom of the back plate to the bottom, rear of the shelf back (Figure 23).
- 12. Take grommets removed in step one and remove the knock-outs from each. Snap the grommets back into place in the grommet hole at the installed stanchions (Figure 23).







Single & Double Venus Overhead Cabinet Installation

Important: FlexStation desk must be fully assembled prior to installing the overhead cabinet units.

Note: Venus cabinets installed to 66" or 72" desks will include one cabinet with two seperate locking doors, and will be supported by two stanchions. Single and double overhead cabinet installation is the same. The installation below covers Venus overhead cabinets installing to a 66" long desk.

- Begin by removing grommet covers from the back sides at the top of the desk where the overhead cabinet will install (Figure 1).
- 2. Reference Figure 1 below to identify the left- and right-hand stanchions, as well as the left- and right-hand cabinet sides. One side of the desk at a time, position the appropriate stanchion as illustrated such that the lower mounting bracket of the stanchion inserts into the grommet hole. Align the mounting holes in the bracket with the holes in the top of the leg and secure using two #10-32 x 1/2" screws (Figure 1).
- 3. Carefully set the Venus overhead cabinet onto the two installed stanchions. Align the two sets of three mounting holes at the top of each stanchion and those under each side of the cabinet, secure using three #10 x ³/₄" screws at each side (Figure 1).
- 4. Take grommets removed in step one and remove the knock-outs from each. Snap the grommets back into place in the grommet hole at the installed stanchions (Figure 1).

■ FlexStation® Corner Venus Overhead Cabinet

Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

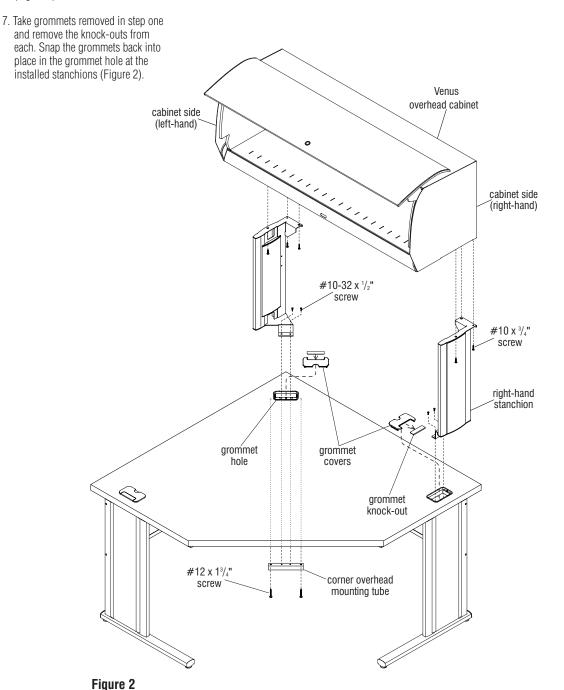
Corner Venus Overhead Cabinet Installation

Important: FlexStation corner desk must be fully assembled prior to installing the overhead unit.

Note: Determine if your cabinet installation is specified as right- or left-hand. This instruction covers right, though left-hand cabinet installation is similar but it will have a different set of stanchions.

- Begin by removing grommet covers from the back corner, and back side at the top of the corner desk where the overhead cabinet will install (Figure 2).
- 2. At the rear corner, from underneath the worksurface, position the corner overhead mounting tube as illustrated and align to pre-drilled holes. Install using two #12 x 13/4" screws (Figure 2).
- 3. Reference Figure 2 below to identify the corner stanchion (left-hand) and the right-hand stanchion, as well as the left- and right-hand cabinet sides (Figure 2).
- 4. Position the corner stanchion (left-hand) as illustrated such that the lower mounting bracket of the stanchion inserts into the grommet hole. Align the mounting holes in the bracket with the holes in the installed corner overhead mounting tube. Secure stanchion bracket to corner overhead mounting tube using two #10-32 x 1/2" screws (Figure 2).
- 5. Position the right-hand stanchion with the bracket through the grommet hole, aligning the mounting holes in the bracket with the mounting holes in the top of the right-hand leg. Secure bracket to leg using two #10-32 x 1/2" screws (Figure 2).
- 6. Carefully set the Venus overhead cabinet onto the two installed stanchions. Align the two sets of three mounting holes at the top of each stanchion and those under each side of the cabinet, secure using

three #10 x $^{3}/_{4}$ " screws at each side (Figure 2).



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