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ASSEMBLY GUIDE – J-4L FOUR LEG WORKBENCHES

Designed for simplicity of assembly

Note: Benches and accessories are shipped boxed and strapped to pallets with metal bands. A hand-held metal strapping cutter is needed, available at any hardware store.





Tools:
The assembly process can be completed with the following:
- 9/16" socket or wrench
- ½" socket or wrench
- Phillips screwdriver
(above with power drills OK)
- Rubber or plastic mallet
- Box cutter
- Step stool or short ladder, if overhead task light is included.
- Rags and cleaning solution (acetone works best on laminate worksurfaces)

KEY INFO – BEFORE ASSEMBLY.

1. Many benches will include adjustable leg extensions. IF so, be sure to determine the specified height (measured to top of worksurface). Typicals are 30" and 36". Leg extensions ship pre-installed within the legs and MAY be pre-set at the height specified**. But this should be confirmed to avoid having to make unnecessary corrections.** Leveling glides, which have about 5/8" adjustability, are included, unless fixed casters have been specified.

2. Upper, adjustable shelves on slotted uprights may be included. If so, the desired shelf height position, if not pre-specified, should be obtained on site before or at the start of the assembly process. This also applies to other optional accessories that attach to the uprights, including adjustable power strips or bin rails. Customers often haven't pre-specified their locations.

3. If an adjustable footrest is included, obtain the customer specified front/rear desired location

KEY INFO – READ THIS BEFORE BEGINNING ANY PART OF THE ASSEMBLY

Worksurfaces ship with their steel support frame pre-attached. They are usually individually boxed in long/wide flat boxes. Be sure the boxes are positioned with the seams (flaps) facing UP. When opened, you want to be looking at the bottom of the worksurface with its attached frame. In this 'upside down' position, they are ready to receive the legs.

Assembly Step #1 is to set and secure the two 'H' frame legs, (boxed separately), into the corners. (One bolt per corner, 9/16" socket is the best tool. The bolts will be in a plastic bag attached to the frame)

Note: Be sure the two leg units are each set facing the correct and identical directions. To determine the front, note the large black caps on the leg cross bars. They should be facing outward, on each leg frame. The label on the worktop frame will be on the front.

To Assemble:

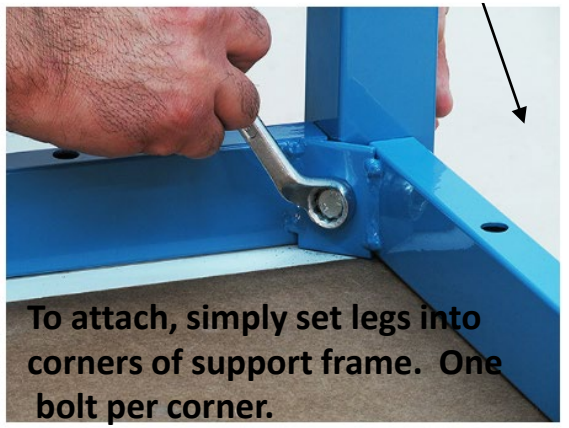
With the underside of the worktop assembly facing up, simply set the (2) 'H' frame legs into the corners and bolt into place.

That's all there is to completing the basic assembly.

The following pages show assembly of various add on accessories







Additional info re: leg placement & orientation

If legs have holes on each side of the cross-bars,* **be sure the legs are attached with the larger hole facing <u>out</u>. It's possible to attach the legs to the frames either way if not paying attention to this. Avoid a 're-do'.** The holes are there for attachment of an optional fixed footrest tube. If it's not included use the provided black plastic caps to cover the holes.



Legs prepared for an optional **<u>adjustable</u>** footrest will have multiple holes on the tops of the cross bars. The row of holes is oriented toward the FRONT. **Be sure each leg is attached with the same orientation.**



If optional leg extensions are included, they will be pre-installed within the legs, secured by these two bolts. They adjust in 2" increments and come in 6" or 12" lengths. BE SURE THEY ARE SET FOR THE SPECIFIED HEIGHT BEFORE BENCH IS TURNED RIGHT SIDE UP.

If specified, benches may include a rear 2" x 2 cross bar stabilizer designed to bolt between the rear legs. Hardware will be included



STEPS #2 AND ON…

The benches are 'modular'. By this we mean that the 'starting' point consists of the worktop assembly with legs attached. Once set upright, it's a 'complete' free-standing bench. But most benches will include additional accessories or components. Any bench may include none….a few, or several. They are generally classified / located as 'upper' or 'lower'.

NOTE – **Common lower accessories** include: suspended drawers/cabinets, casters, leg extensions, keyboard trays, CPU holders, shelves and/or footrests. The following should be installed and/or adjusted <u>while the bench is still upside down, legs facing up.</u>

Step #2. **Leg extensions:**



IF included, they will have shipped pre-installed, but now is the time to set them, or to confirm that they are already set for the specified (worksurface) height of the table. It's a simple process. Two bolts per leg allow them to adjust in 2" increments, with either 6" or 12" range.
NOTE: **It's important to know the height specification before beginning this step. Adjustment afterwards requires lifting the table or tilting it over on its edge.**

Step #3. **Casters:**



IF included, bolt these to the bottom of the legs or leg extension plates. Simple process: 4 nut/bolt/washer assemblies per caster are provided.

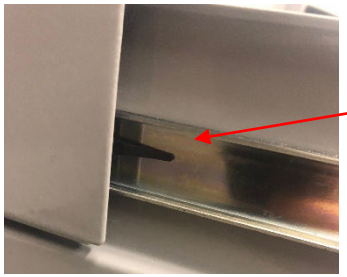


Bench with various accessories: Slotted steel uprights, task light, support arms, upper shelf, bin rail, power backsplash, (3) drawer module, adjustable footrest



Step #4. **Suspended drawer(s) or cabinet**



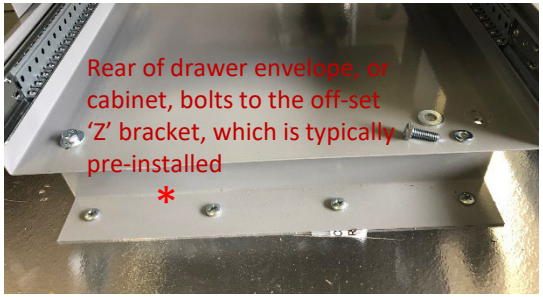


IF included, follow this process:

A. Remove drawer(s) from envelope by lifting tab on the slide up on one side and pushing down on the other.

B. Place steel envelope with the rear resting on the attached 'Z' bracket.

*



Step #5. **Footrests – IF included**

A. Adjustable, as shown above, secure with plastic knob/bolt

B. Fixed



Secure with provided hardware

C. Push envelope forward so the steel tabs **on the top** of the envelope * (below) are secured over the steel flange on the front frame (apron). Light tapping with a plastic or rubber mallet may help set in place.



D. Attach the rear of the envelope to the Z bracket using the provided screws.

E. Re-install the drawers **after** the bench is set upright

ASSEMBLY OF UPPER ACCESSORIES – AFTER LOWER ACCESSORY ATTACHMENT IS COMPLETE AND BENCH IS SET UPRIGHT

Benches may include one or more of the following height adjustable accessories – each of which will be supported and attached to rear leg mounted **slotted steel uprights**: For benches up to 6' long, two uprights will be provided. For 7' and over, a middle upright will be included





The uprights are 2" x 2" with front mounted slots. Lengths of 48", 36" or 24" are typical standards

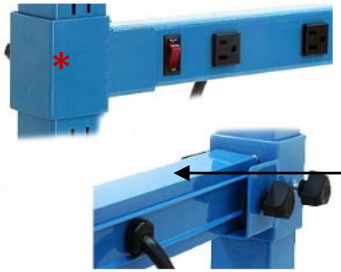
STEP #6: Attach uprights as shown above, using the brace plates and bolts provided. Bolt to threaded holes in rear of legs.

IMPORTANT: DO NOT FULLY TIGHTEN THESE IN PLACE.
WHEN ATTACHING SHELVES AND OTHER ACCESSORIES, UPRIGHTS SHOULD HAVE SOME 'PLAY' TO ALIGN EVENLY…..THIS IS ESPECIALLY THE CASE FOR ATTACHING THE SHELVES.
FULLY SECURE THE UPRIGHTS TO THE LEG AFTER SHELF (SHELVES) HAVE BEEN SET.

Note: If an overhead task light assembly is included, one of the uprights will include a top mounted power outlet. **This should be installed on the right side,** facing the bench, closest to the power cord on the light housing.



STEP #7: If included - attach adjustable Power Strips to uprights.



The (2) sleeves* are separate from the power strip. Slide the sleeves down over the uprights from the top and secure at specified height, (typically close to the worksurface, but set to customer spec. if available….they can easily re-set)

NOTE: The separate power strips set into the holder cups and are secured by the knob/bolt – DO NOT SET THEM IN PLACE UNTIL AFTER SHELVES HAVE BEEN SET AND THE UPRIGHTS ARE FULLY SECURED

STEP #8: If included - attach monitor arm holder(s). If mount bracket is a clamp, this can be installed after the other accessories. **If it's a sleeve, it needs to be installed at this stage.**



STEP #9: If included - attach upper shelf / shelves. AT SPECIFIED HEIGHT / HEIGHTS

NOTE: do not fully tighten uprights to rear leg after shelves are secured **if an overhead task light is included**. install the task light arm assembly first. If there is no task light, go ahead and tightly secure the uprights after shelves are set.

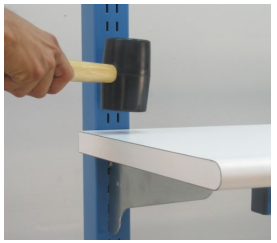
A. Attach (2) support brackets (left and right, flanges face inward) Screws are pre-set in shelf



B. Set bracket 'keys' into slots and push down to partly secure.



C. Use rubber mallet to set **all the way down**, fully into slots



STEP #9: If included - attach overhead task light assembly

The light kit assembly includes:
- (2) extension arms with sleeves and locking knobs
  (45 deg. arms shown. There is also a 90 deg. model)
- (1) Cross bar light support hanger
- (1) LED task light with power cord



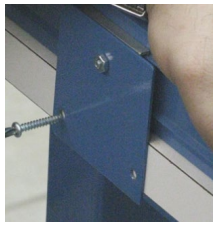




A. Slide each arm/sleeve over the top of the uprights and secure in place by tightening the know. Position flush to the top of the upright unless otherwise requested.
B. Attach the cross member with the provided bolts
C. Secure the fixture to the cross bar with its two screws.
   The power cord on the top of the housing should be on the right side, facing the bench.
   The right side upright should have a power outlet on top and the right side arm should have pre-installed power cord clips.

STEP #10: If included – Power Strip/Backsplash
Attach as shown, using rear brackets.
Screw into rear edge of worksurface.





STEP #11: If included - attach bin rail. Set tabs into upright slots – tap in place to secure. Same process as shelves.



Other Component Assembly

An alternative upper shelf is a ‘fixed riser’ shelf design, instead of cantilever shelves installed on uprights. The riser legs and shelf attach the same way the bench workurface and legs attach with two legs and one bolt per corner. Once assembled, the legs attach to the top of the worksurface as shown below. Hardware provided. Installer to drill holes in the worktop (Current models attach with one bolt per side).











Optional power panels ship fully assembled and prepped for simple screw attachment to riser frames.



Bottom shelves. They come in various depths and materials. Steel shelves include a rear lip. To install, simply set onto the crossbars. No hardware is provided.
The support rail on the underside fits between the cross bars and prevents left/right movement.