

# **SHIFT Installation Guide**

## **Asia Pacific**

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## 1. Introduction

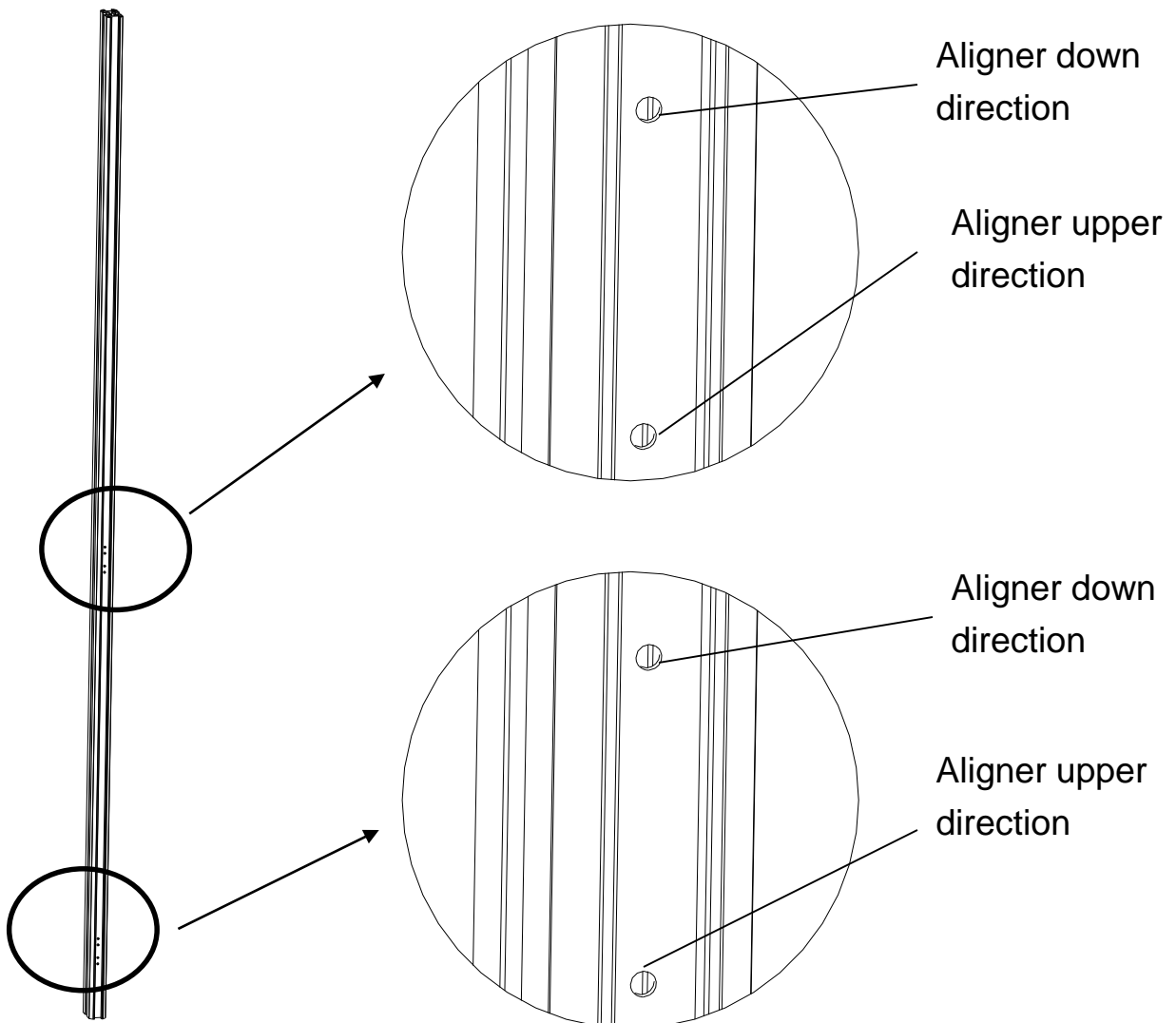
The following installation guide assumes some knowledge of the installation of SHIFT, this guide will be updated as new elements are released within SHIFT range.

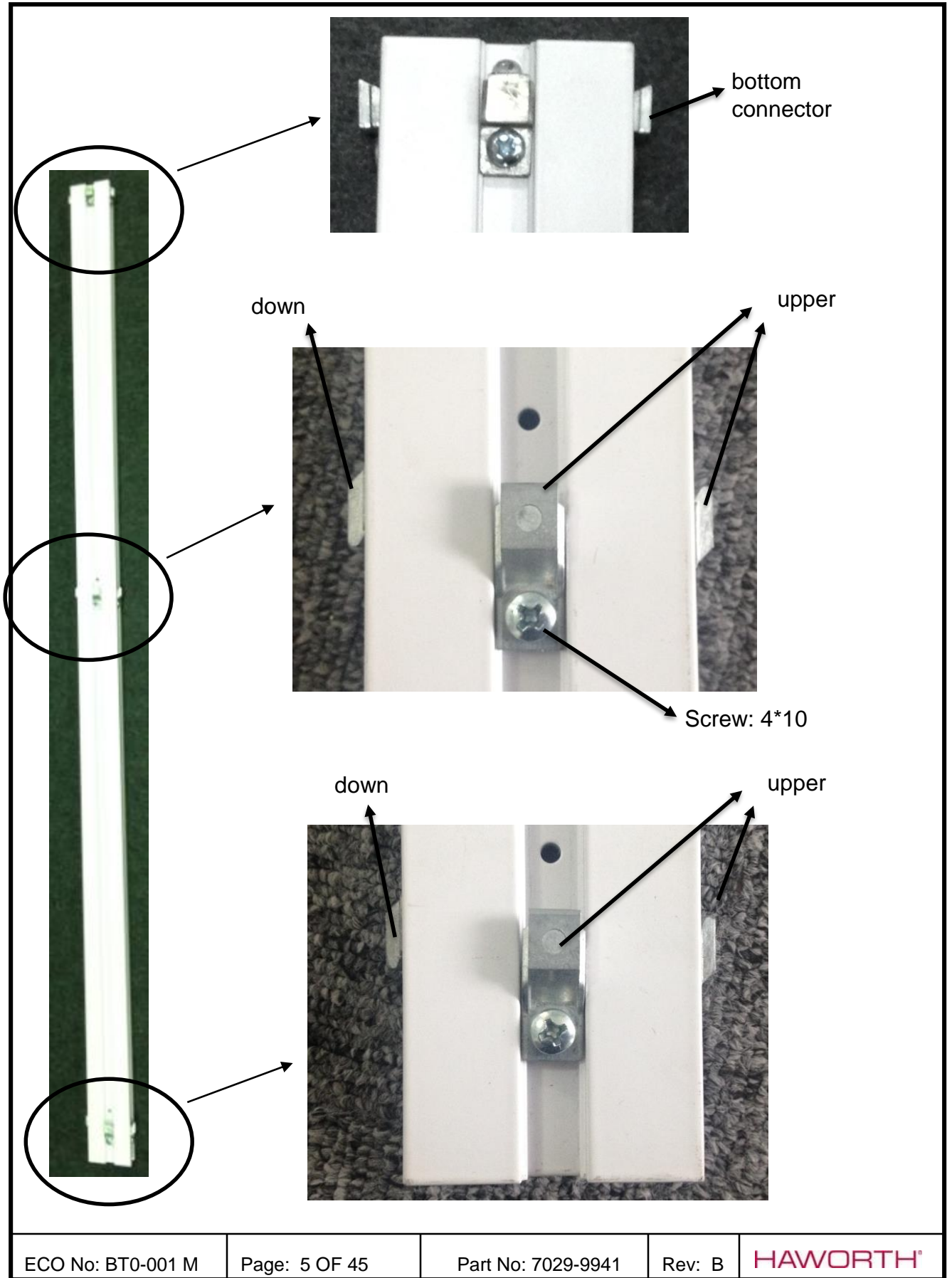
## 2. Junction

Junction support various configurations such as 2-way 90-degree, 3-way 90 degree, 4-way 90 degree and 120-degree. Junction delivers together with panel connector, screws, light block foam and capping. And following is 3-way 90 degree junction instruction.



In each side of junction, have 4 holes dividing two groups, and each group has 2 holes. Upper hole is for aligner down direction, lower hole is for aligner upper direction as below image shown. Fix bottom connector as detail C shown.



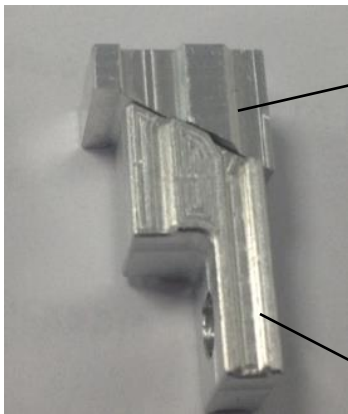




Down direction



Upper direction



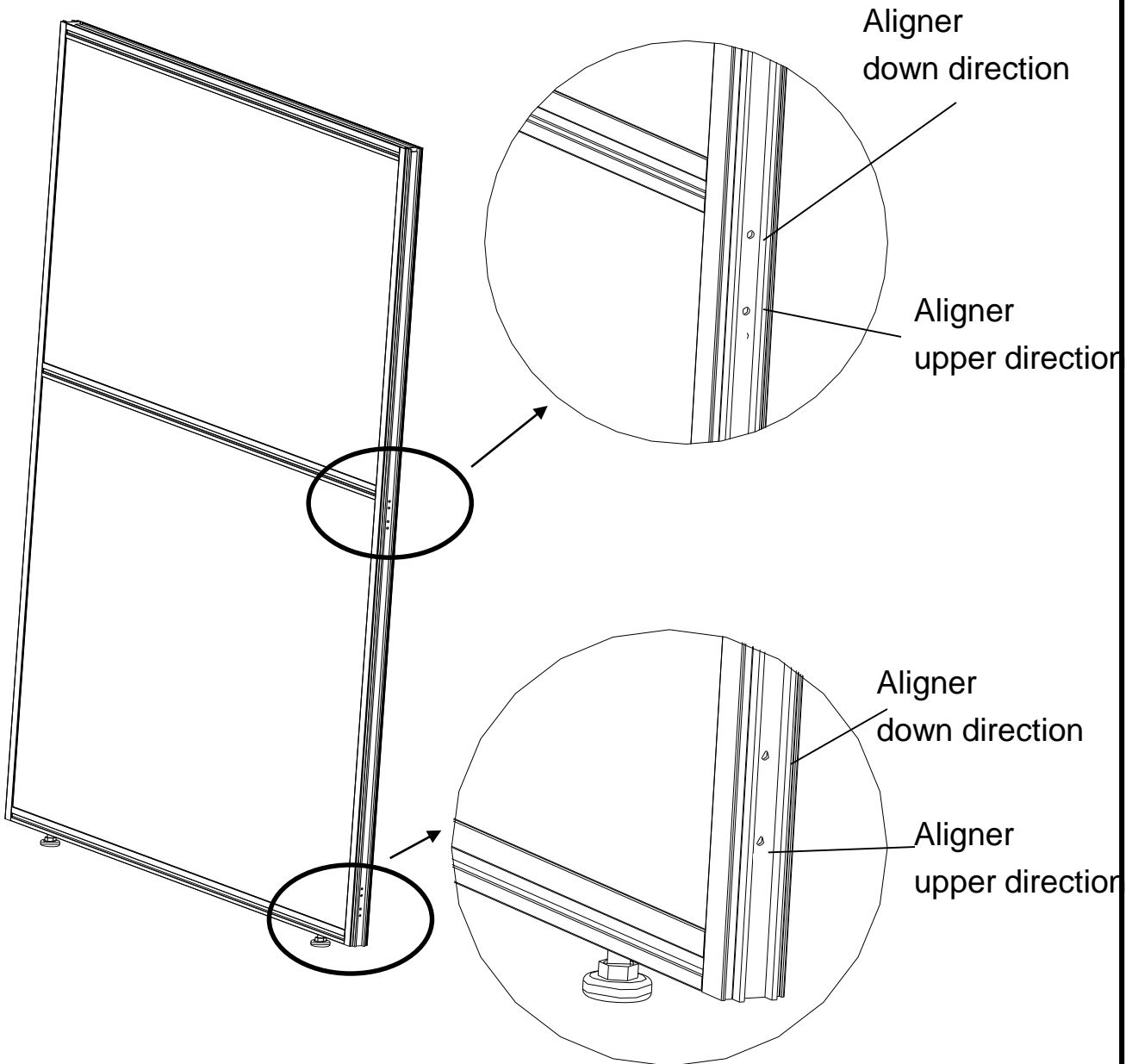
Top  
connector

Bottom  
connector

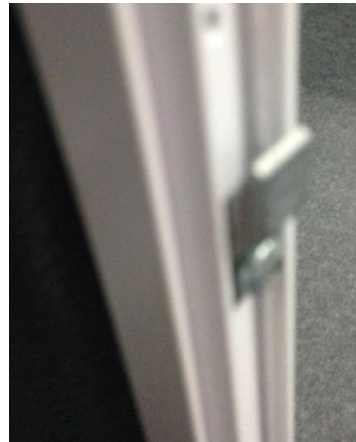
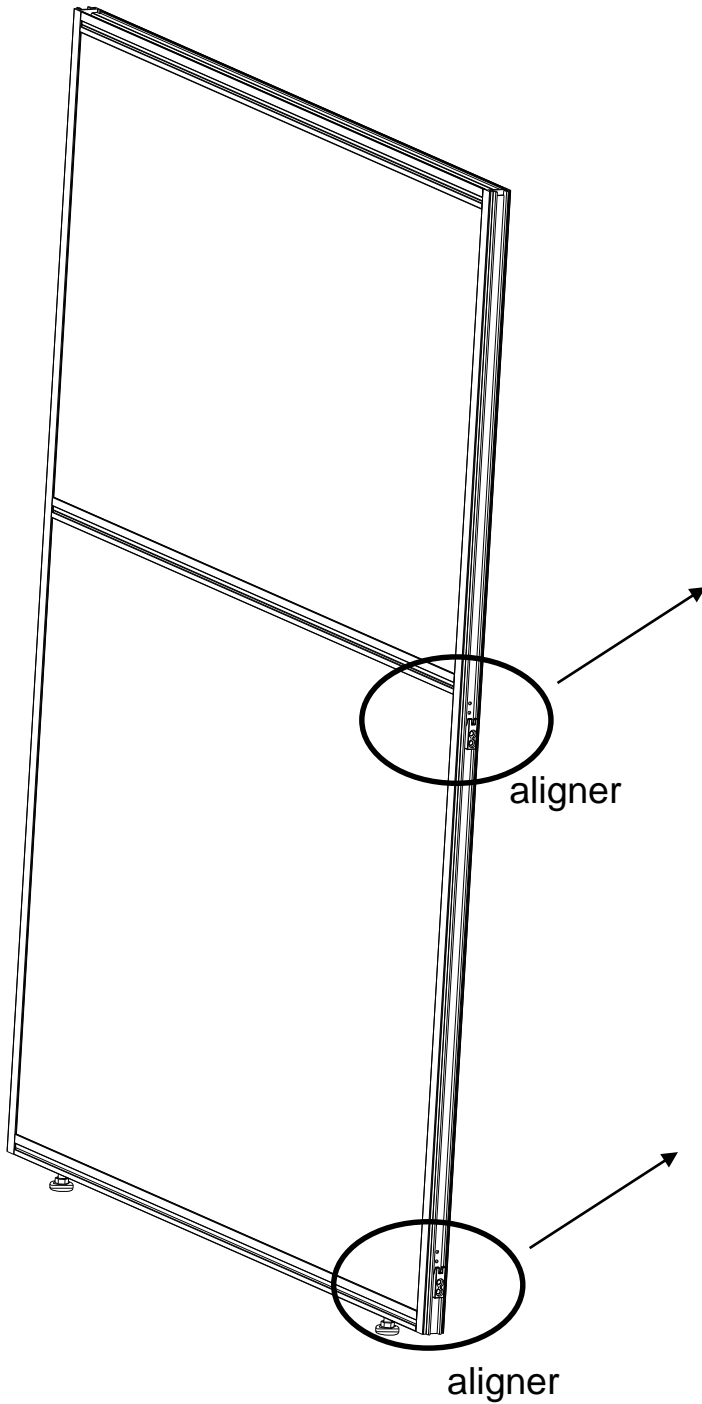
**Note: direction of aligner, only one side aligner is down awards, and other sides aligner is upper awards as above shown.**

### 3. Panel

In each vertical rail of panel, have 4 holes dividing two groups, and each group has 2 holes. Upper hole is for aligner down direction, lower hole is for aligner upper direction as below image shown.



Step 1: fix aligner with upper direction as following image shown.



Upper direction



Upper direction

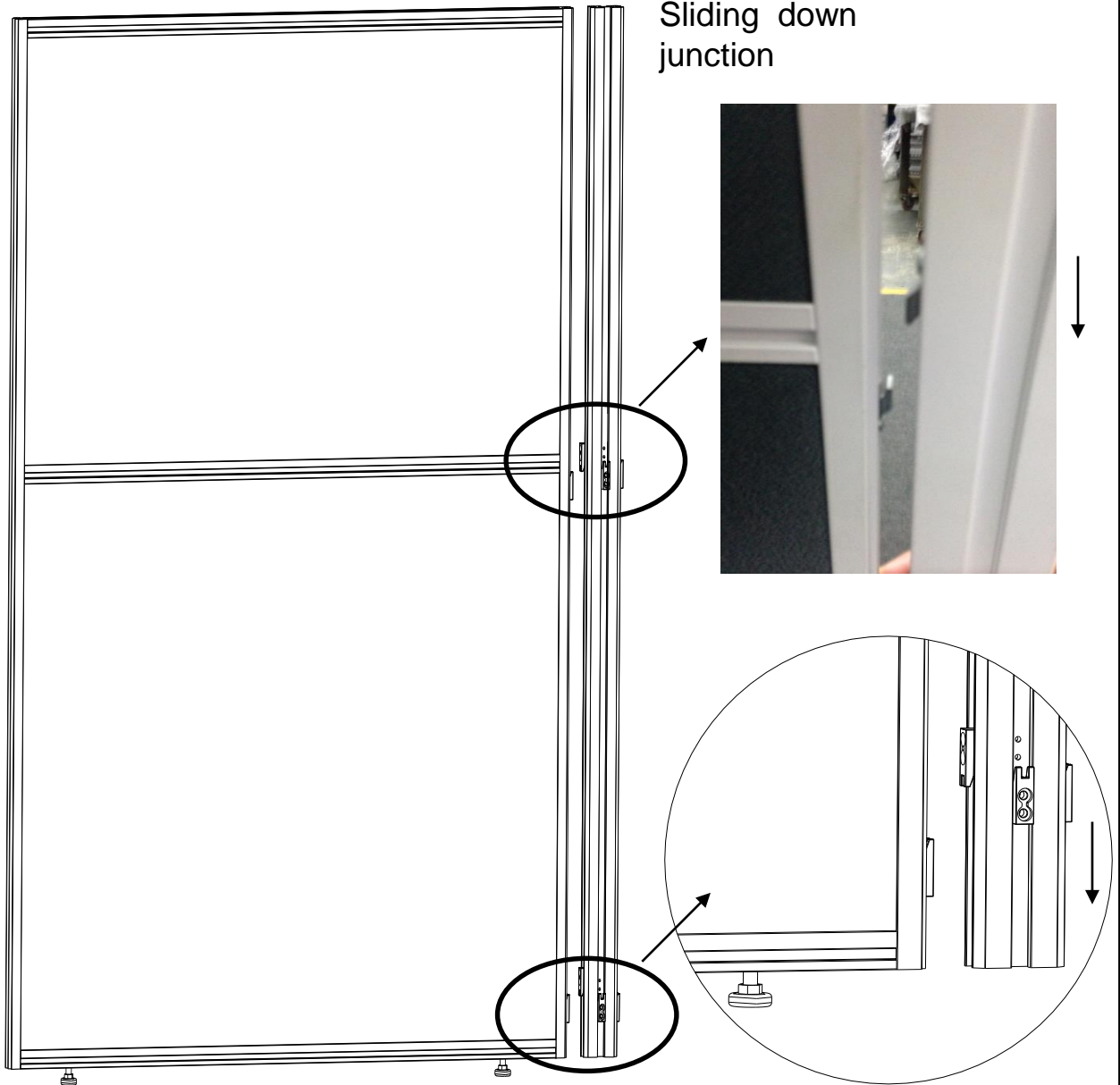


Step 2: Push block light EPE form into slot of panel vertical rail as following image shown.



Step 3: let's connect panel with junction

PS: firstly connect panel with junction of down direction.

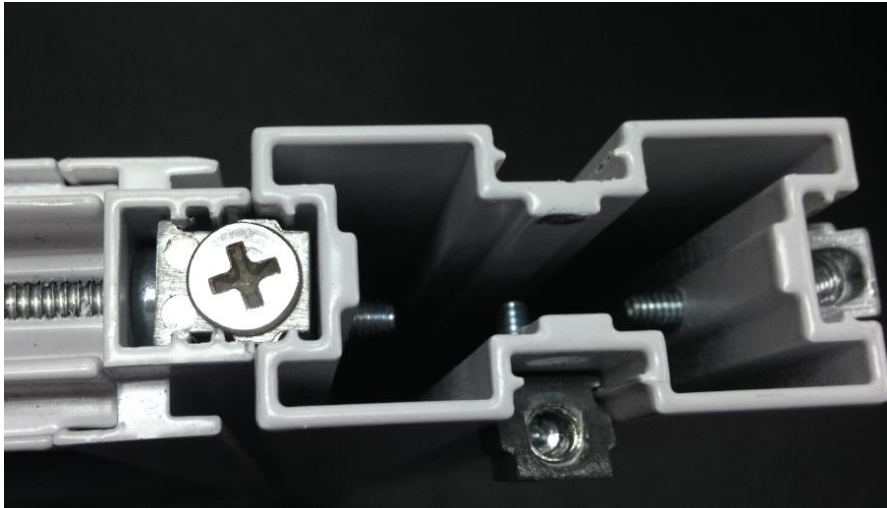


Sliding down  
junction

Step 4: push down junction, and set panel top connector on slot between junction and vertical of panel, and fix top connector.

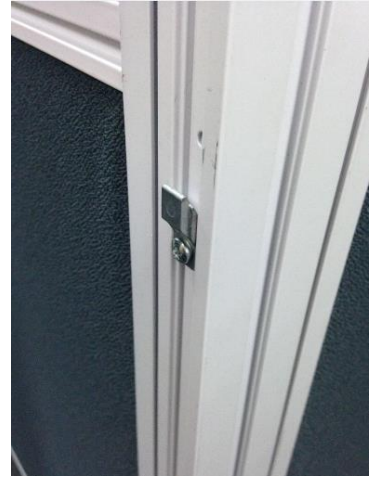
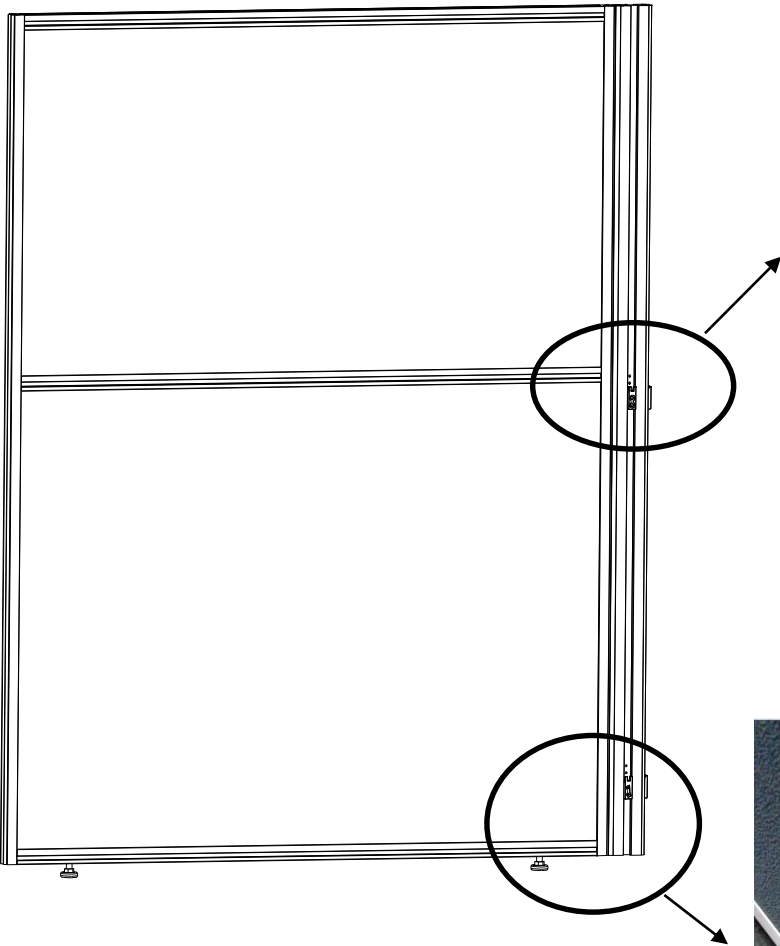


Top connector



Notes: panel connector applying in junction, should mount this small screw, spec is M5\*12.

After complete first panel connection panel with junction, please check other aligners direction on junction, it should be upper direction.

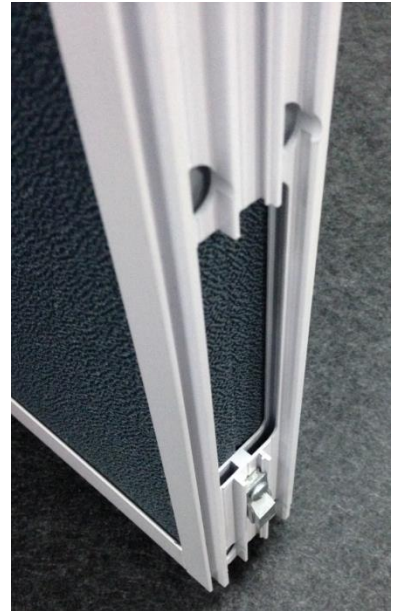
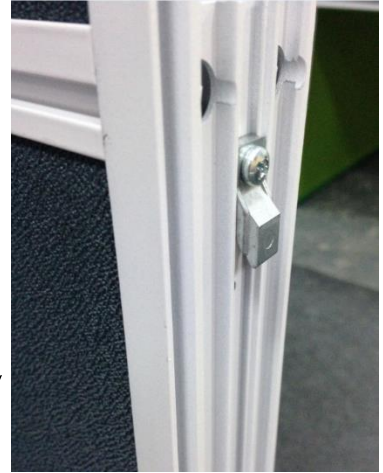
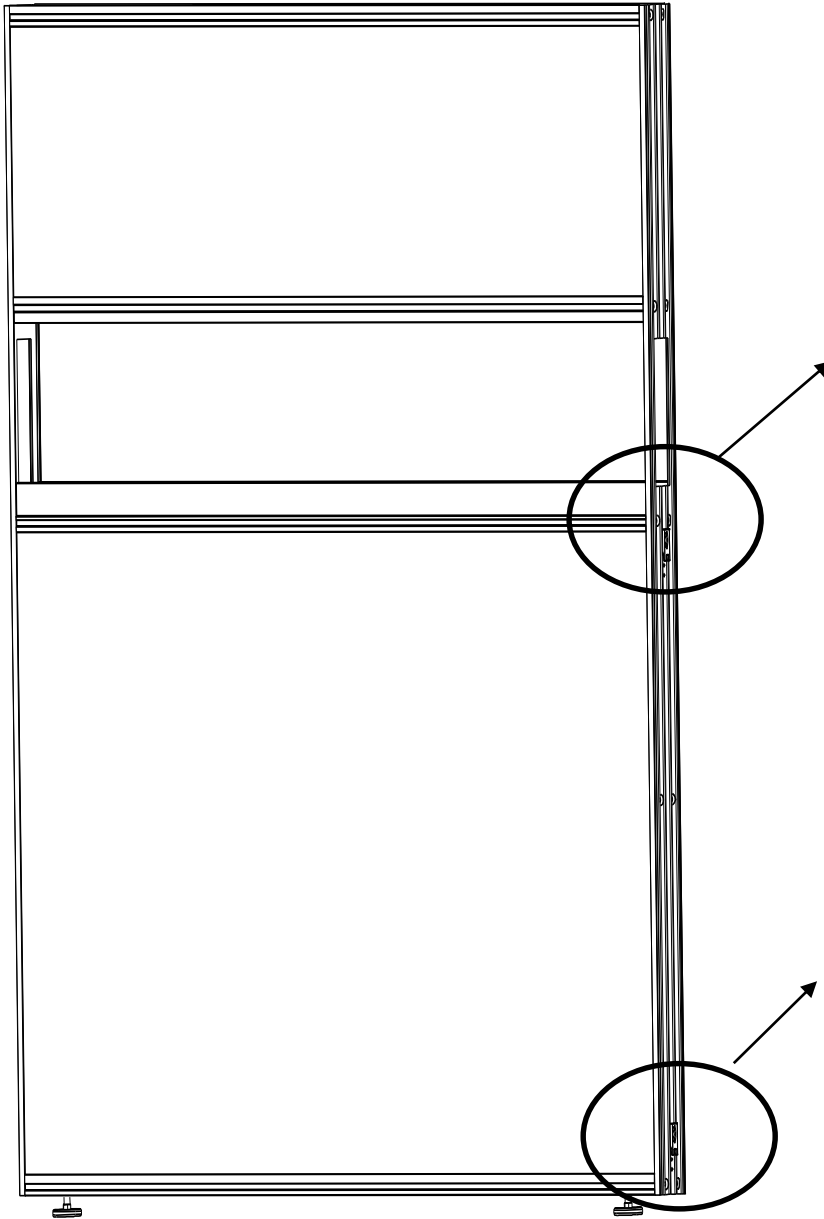


Aligner upper direction

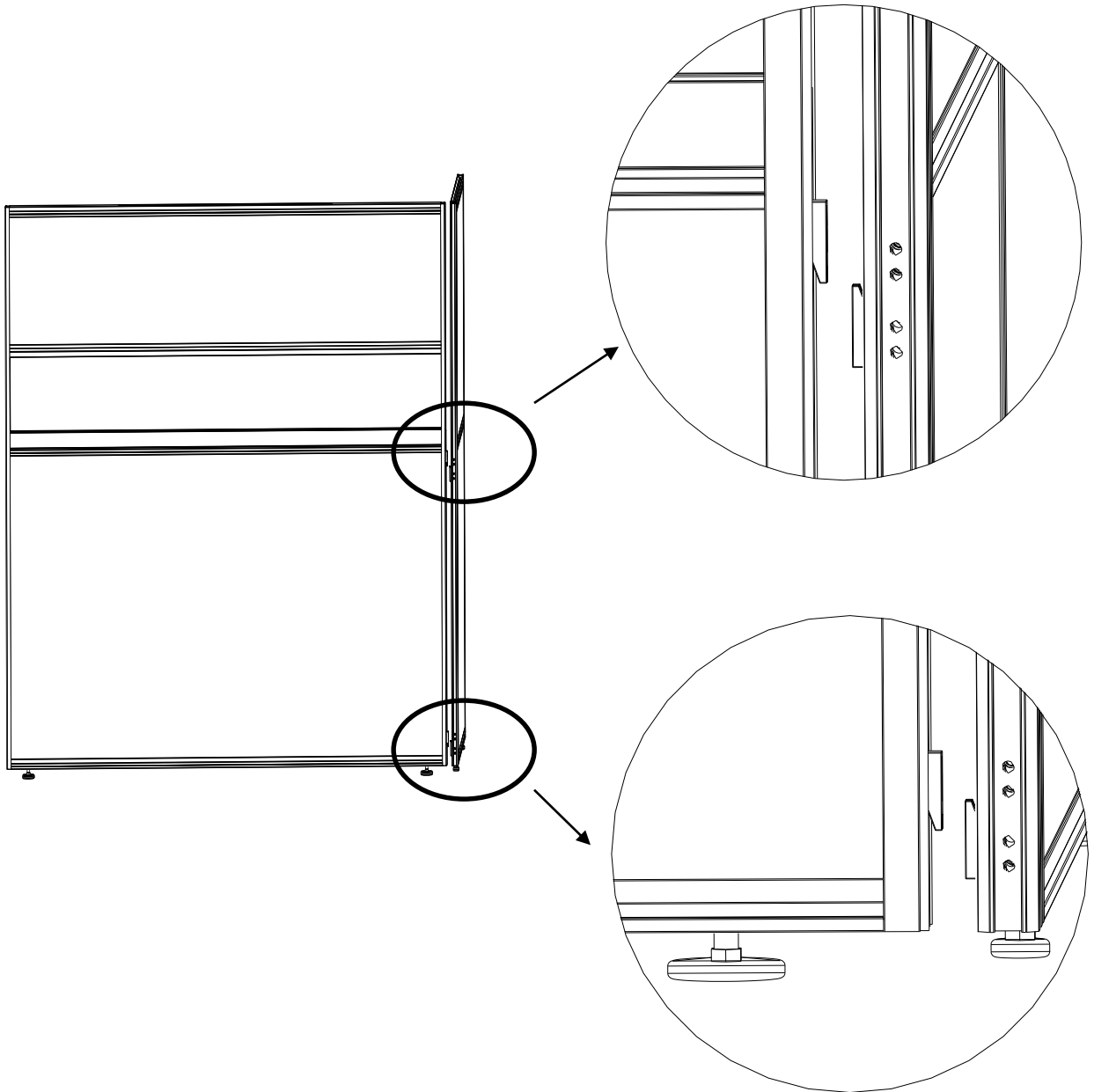


Aligner upper direction

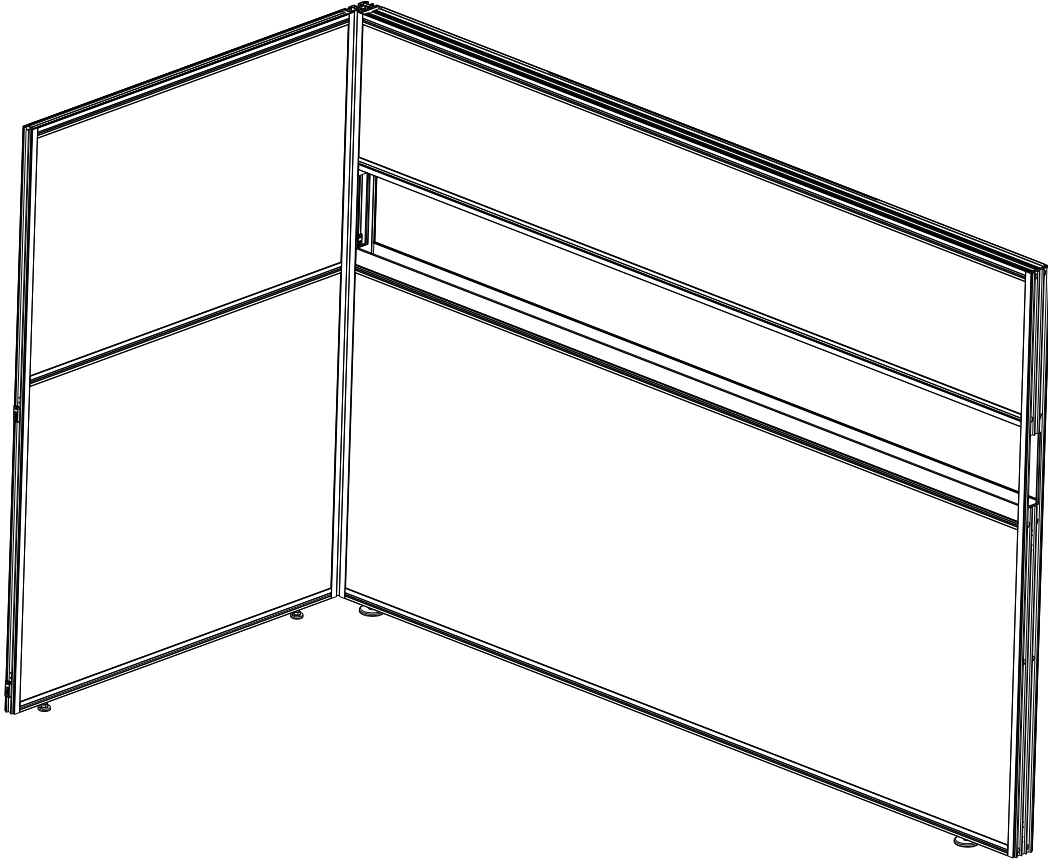
Step 4: fix aligner with down direction on another panel.



So connecting this panel with above junction as following image shown.

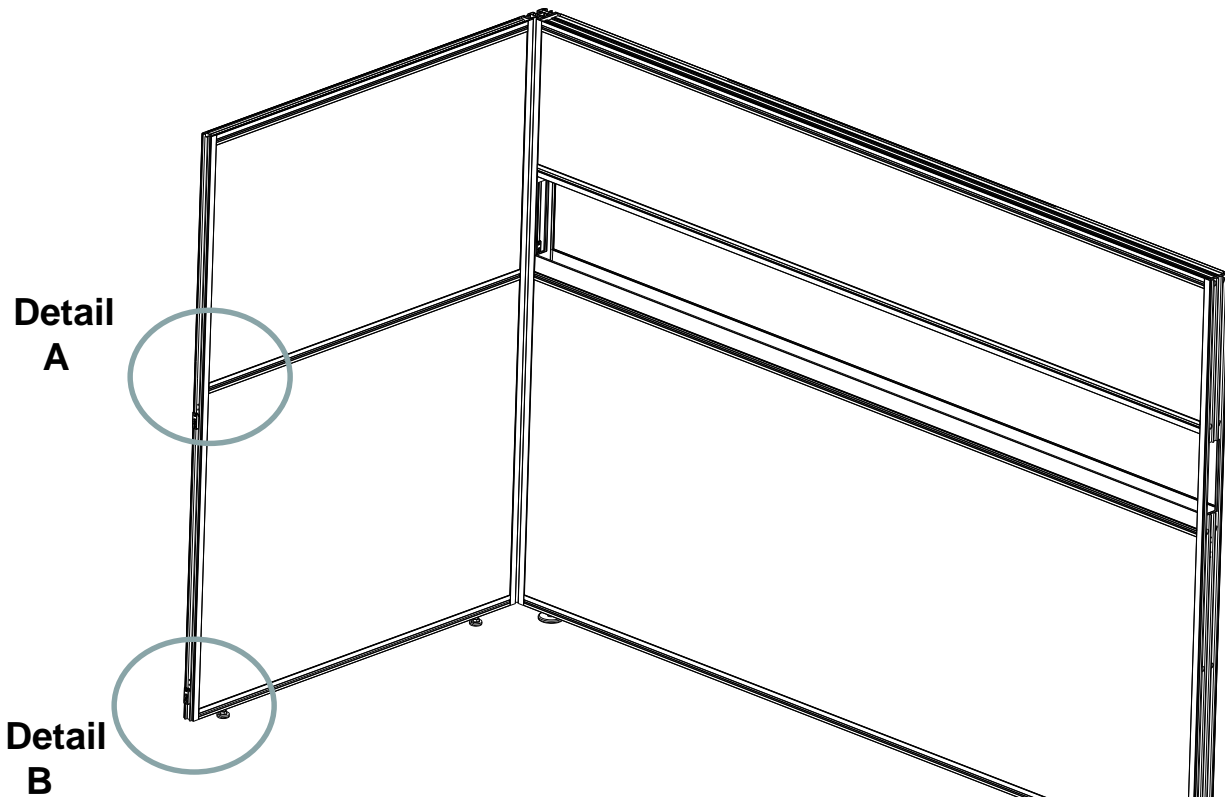


So now we connect 2 panels and 1 junction together as following image shown.

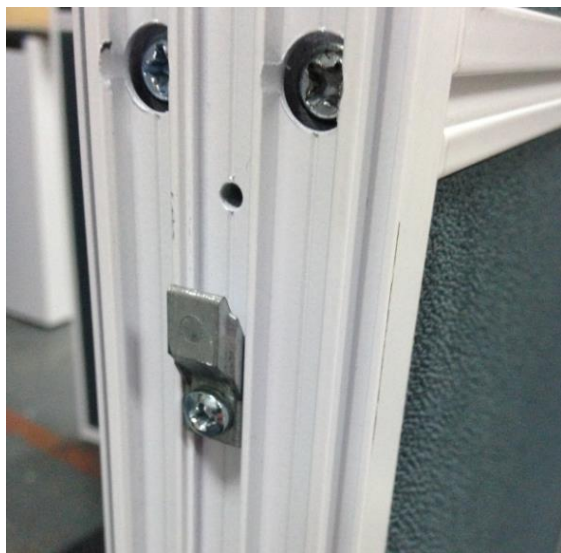




Step 5: fix aligner with upper direction as below image shown:



Aligner upper direction as following image shown



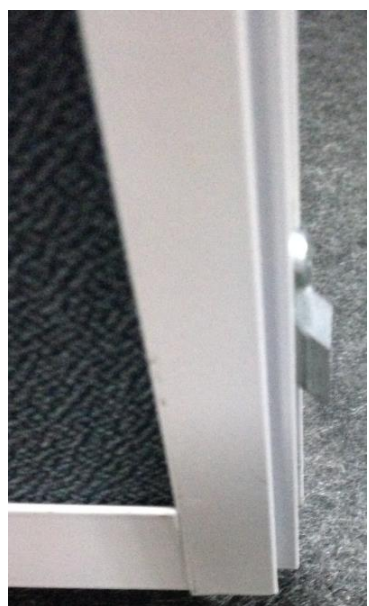
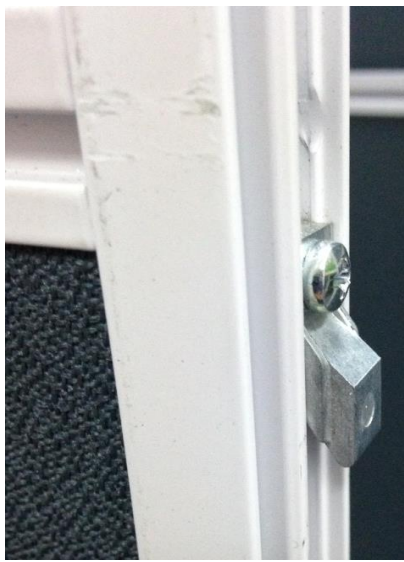
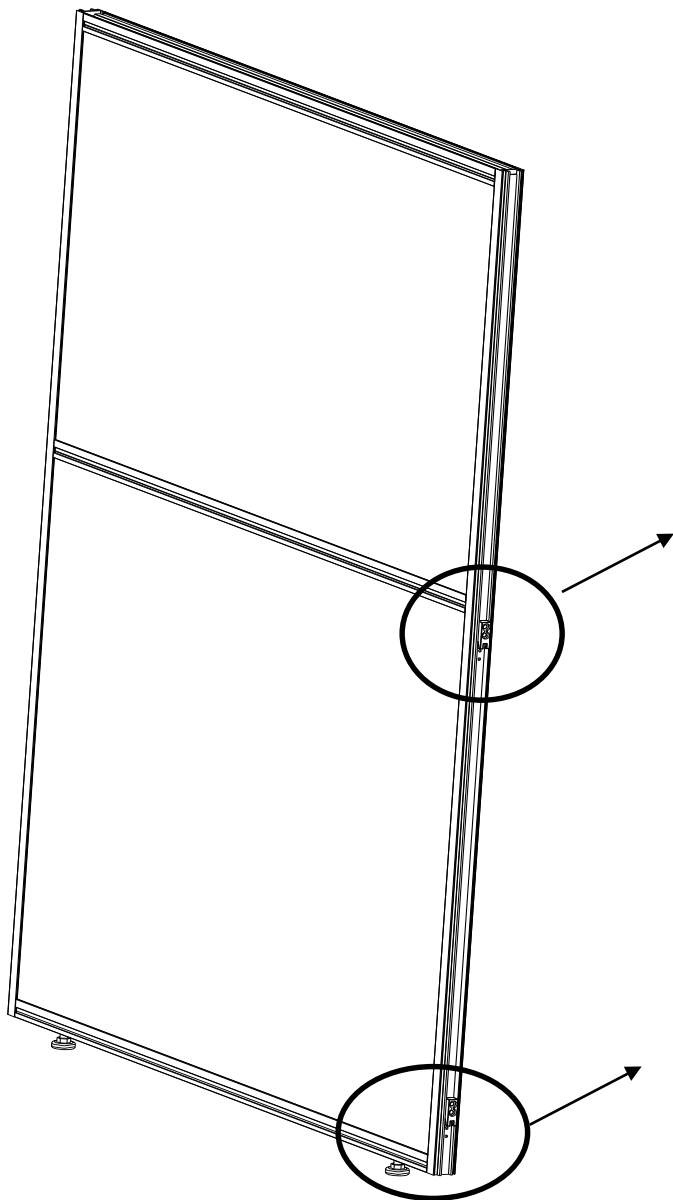
**Detail A**



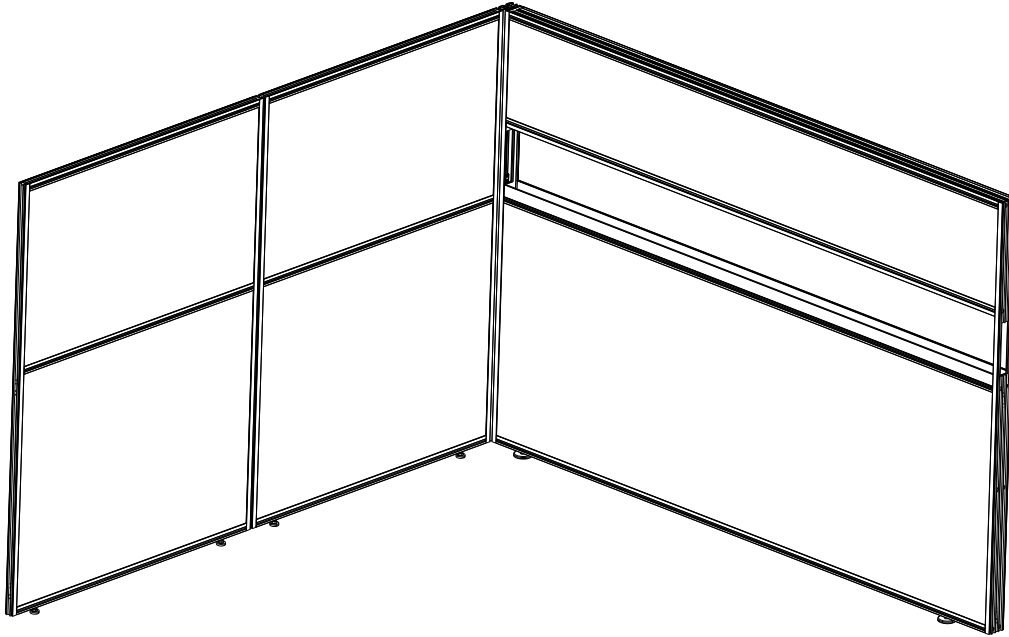
**Detail B**



Step 6: fix aligner with down direction as following image shown:



Step 7: Connecting this panel with Step 5 workstation



Panel connection completed, then adjust leveling

For Monolithic Panel connection will all same as segment panel

Note: after panel connection complete, should move workstation together, should NOT move separately panel;

## 4. Supporting

Supporting including frame leg and sliding bracket.

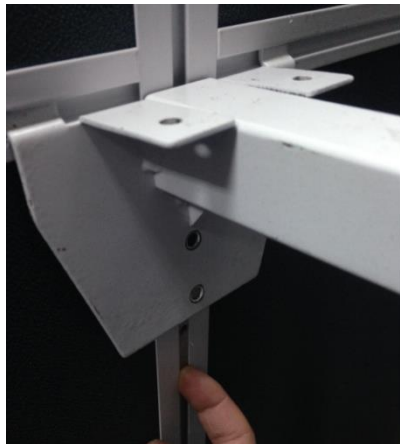
Frame leg has L shape and U shape and each type has left hand, right hand and share. Leg delivers together with bracket.

A: L shape Share leg

Step 1: use M6 screw to mount share end bracket with leg as below image shown.



Step 2: Sliding inserter from top and ensure hole align with leg bracket then screw tight fixed



Inserter

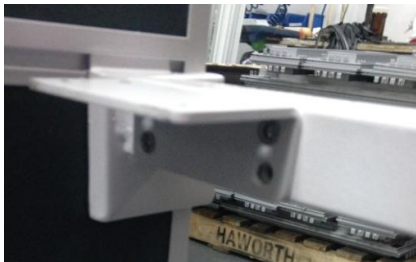
**Note:** inserter connecting only use on L shape share leg. U shape share leg need not.

## B: L shape end leg

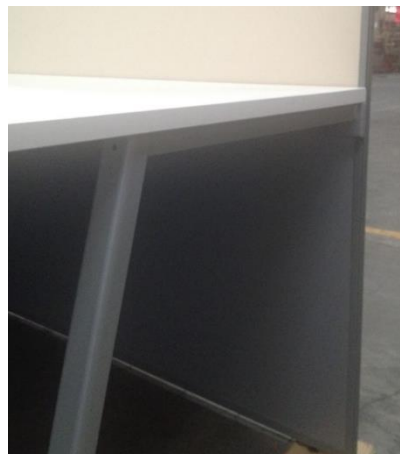
Step 1: mount two bracket with leg tube by M6 screws as following image shown.



Step 2: insert leg bracket to panel intermediate rail, then knock leg tube to push vertical rail rib in slot of leg bracket. Refer below image shown.



Step 2: screw fix bracket and worktop.



## C: U shape end leg

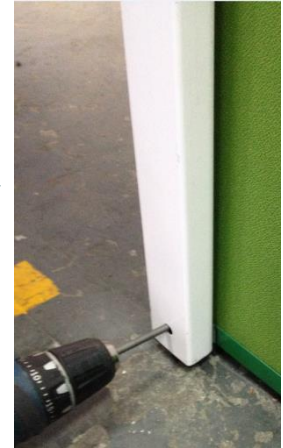
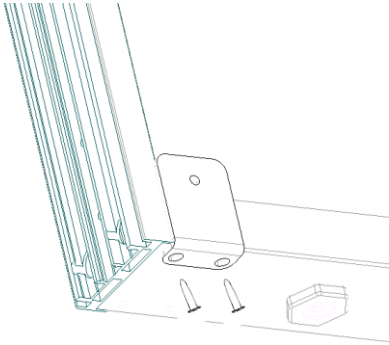
Step 1: Mount L shape bracket to leg tube, it same as L shape end leg.

Step 2: fix bottom small bracket to panel bottom rail by M5 screw.

Step 3: insert leg bracket to panel intermediate rail, then knock leg tube to push vertical rail rib in slot of leg bracket. It same as L shape end leg.

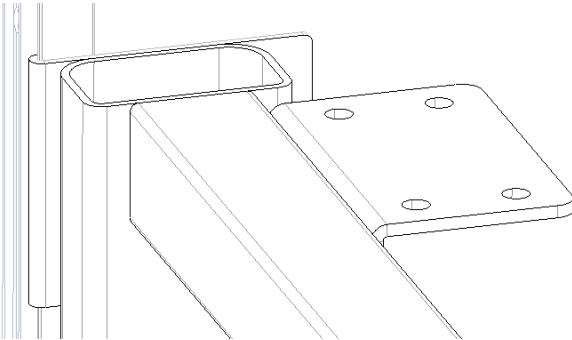
Step 4: fix leg with bottom bracket by M4 screw.

Step 5: push a plastic cap to hole.

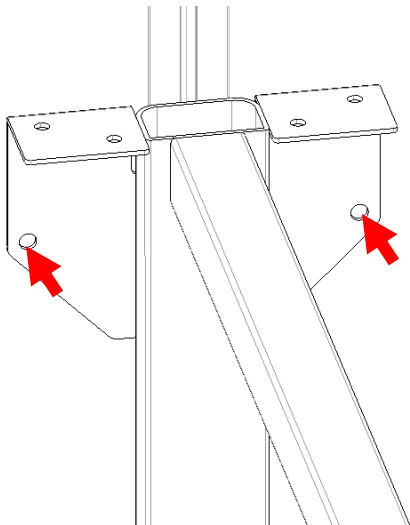


**D: Monolithic panel end U leg**

The monolithic panel end U leg installation all follow segment end U leg except no extra bending(on bracket to slot intermedia rail) as monolithic has no intermedia leg

**E: Monolithic panel shared U leg**

The monolithic panel shared U leg installation all follow segment shared U leg except no extra bending(on bracket to slot intermedia rail) as monolithic has no intermedia leg, need fix 2 PCS M6 screw to monolithic panel (which have pre-nut, can be touched by hand)



## 5. End trim/Top trim

End trim would deliver together with end cap, screws.

Top trim would deliver together with panel by sticking 3M tape.

step 1: insert end cap to top trim slot and screw fixed as below image shown.



Step 2: knock end trim to panel vertical rail by rubber hammer directly, also knock top trim to panel horizontal rail as below image shown. Adjust gap between cap to end trim, keep same as top trim.



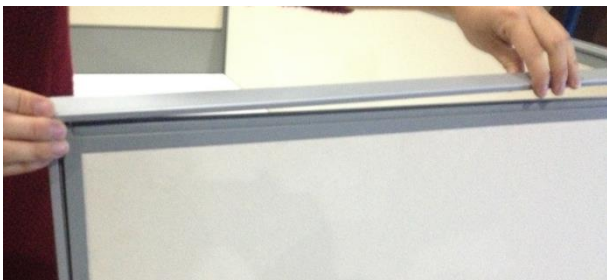
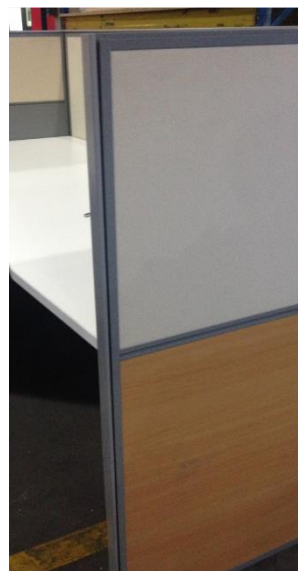


Mount 25T end trim and top trim as following image shown.

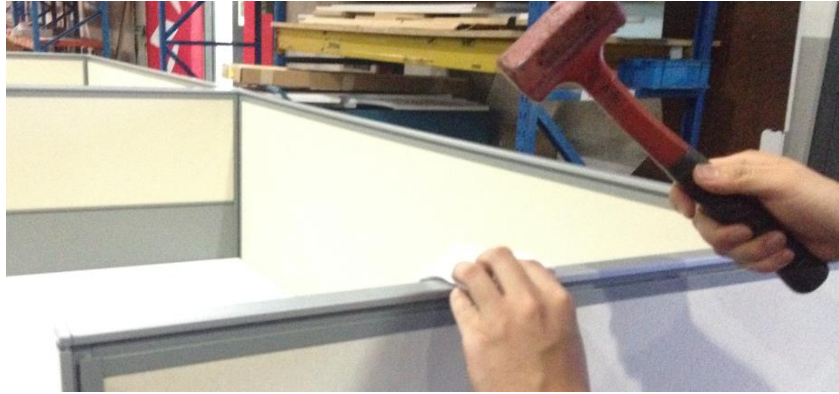
Step 1: knock end trim into slot of panel vertical rail.

Step 2: fix end cap with top trim, then knock top trim into slot of panel horizontal rail.

Step 3: adjust gap between end cap and end trim, keep same as top trim.



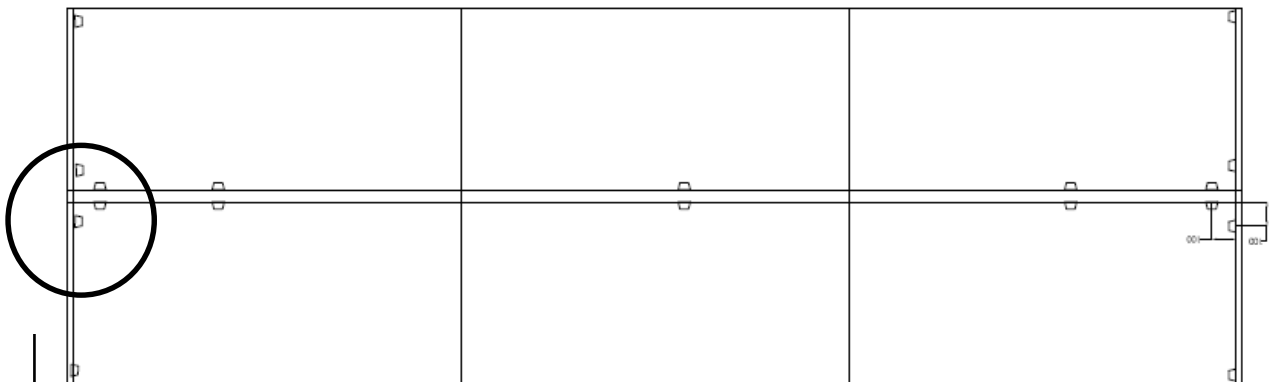




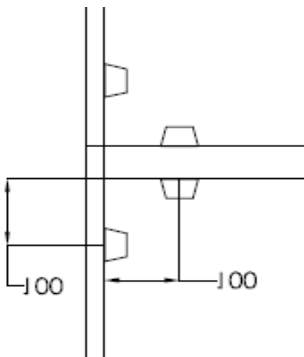
## 6. Sliding bracket

insert sliding bracket into panel intermediate rail to support worktop and screw fixed in. refer details for following typical workstation.

Bench 6 workstation.



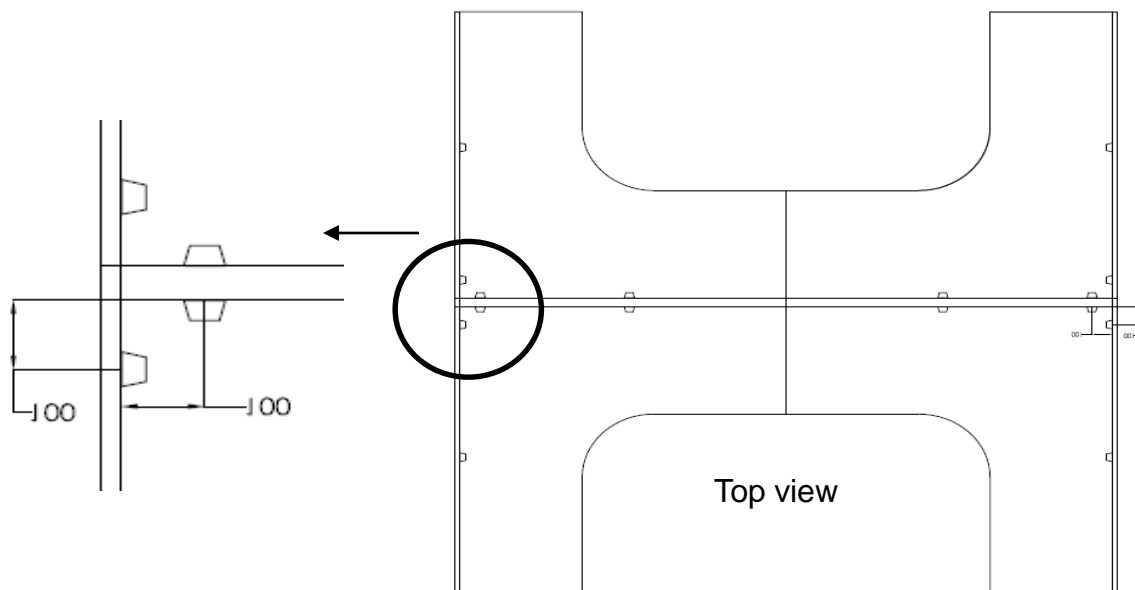
Top view



### Note:

- For 90 degree / 120 degree corner, apply 2 sliding brackets in corner (100mm away from vertex) as corner support.
- For application with return panel, apply a sliding bracket as end bracket to connect the panel & worktop.
- For worktop with width > 1350mm, specify another one sliding bracket to provide additional support. Ensure it is in the mid of worktop, or adjacent to flip top edge (if applying flip top).

## L shape 4 workstation

**Note:**

- For 90 degree / 120 degree corner, apply 2 sliding brackets in corner (100mm away from vertex) as corner support.
- For application with return panel, apply a sliding bracket as end bracket to connect the panel & worktop.
- For worktop with width > 1350mm, specify another one sliding bracket to provide additional support. Ensure it is in the mid of worktop, or adjacent to flip top edge (if applying flip top).

## 7. Raceway cover

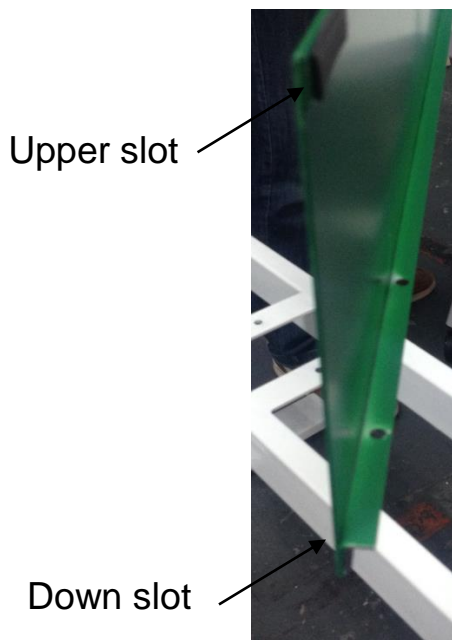
Here have 2 different slots on raceway cover

Step1: stick EVA foam on both side of raceway cover as below image shown.

Step2: put two vacuum chuck on raceway cover and catch up it.

Step3: insert upper slot to panel upper rail then rotate it and push down.

Step4: loose vacuum chuck .



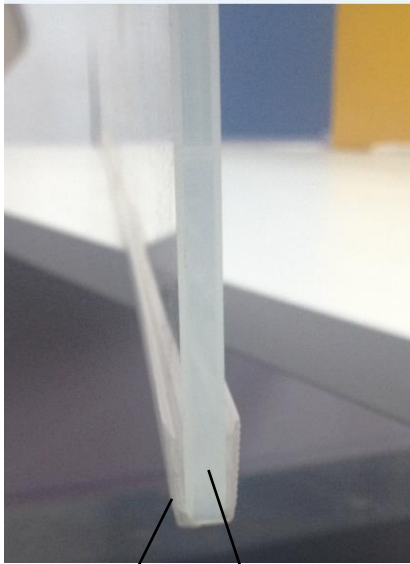
## 8. Add-on acrylic screen

Add-on acrylic screen delivers together with add-on top trim and gasket and some screws.

Step 1: disassemble top trim from panel.

mount add-on screen rail fixing screws on panel.

Step 2: insert acrylic screen with gasket into add-on screen rail, and push down.



gasket

Acrylic  
screen





## 9. Hung screen

### 9.1 Segment hung screen

Hung screen comes with top trim.

Following shows hung screen connect with single desk.

Step 1: insert LH/RH bracket into slot of middle rail, and knock bracket side to keep panel vertical rail into bracket slot.

Step 2: insert sliding bracket into panel middle rail.

Step 3: install end trim and top trim on hung screen.

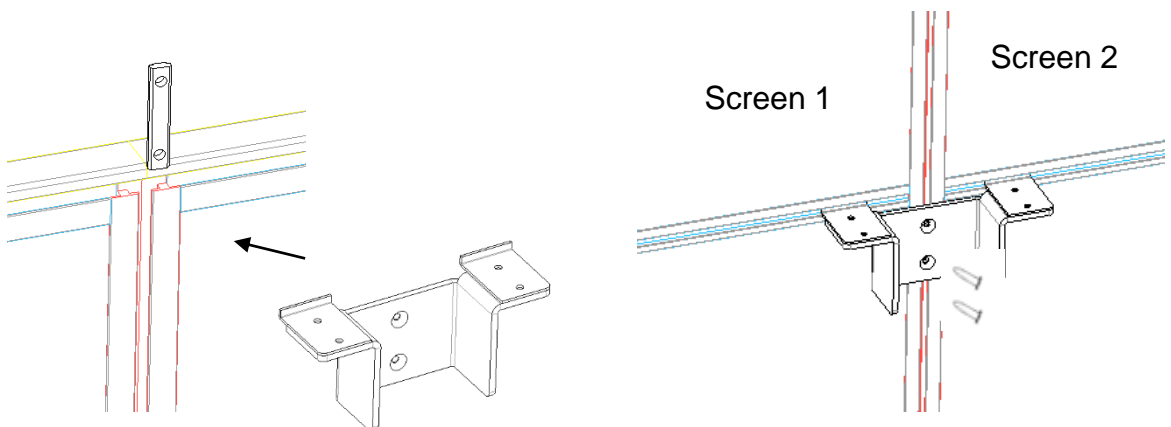


Step 3: mount hung screen to single desk and screw fixed with worktop.



Following shows hung screen connect with work cluster with shared hung screen bracket.

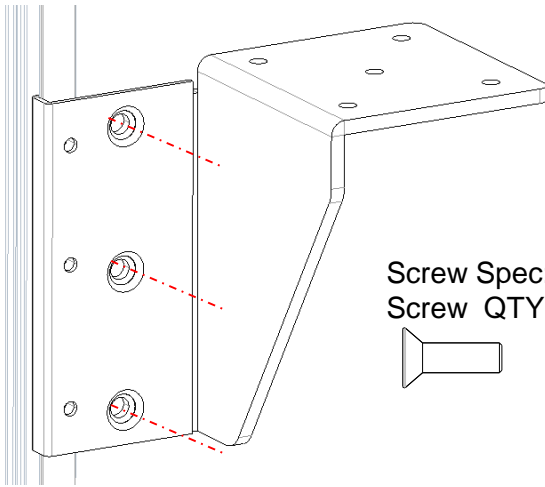
- Step 1: mount panel connector to one hung screen and connect each other like panel connecting.
- Step 2: mount left hand bracket to one hung screen and right hand bracket to the other hung screen.
- Step 3: slide steel insert from two screen top, ensure two holes align with shared hung screen then screw fixed. Insert shared hung screen bracket into two hung screen middle rail
- Step 4: mount end trim and top trim.
- Step 5: mount two hung screen with two single desk and screw fixed with worktop.



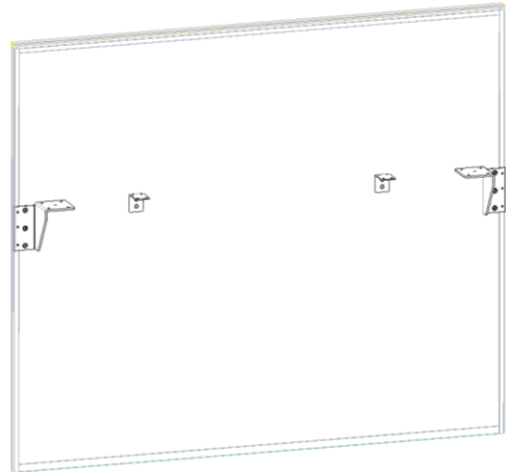
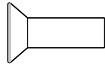
## 9.2 Monolithic hung screen

Step 1: Fix LH BKT to vertical rail, there are pre-nut on monolithic screen

Step 2: Fix RH BKT as same way , if the width larger than 1200(include) then need install middle BKT which is L shape BKT

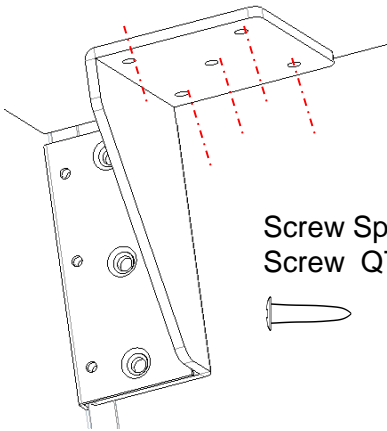


Screw Spec: M6x14  
Screw QTY : 3 pc

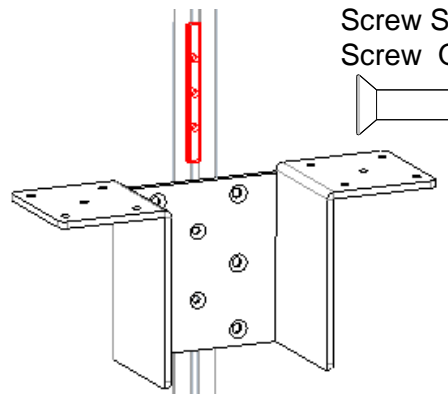


Step 3: Fix LH BKT to Worktop , fix RH BK at same way, fix middle BKT to worktop if needed

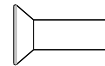
Step 4: For shared case, pls use shared BKT instead of 1 LH & 1 RH, middle 2 holes are help to fix BKT to insert (which slide from top of panel gap)



Screw Spec: ST4.0x19  
Screw QTY : 5 pc



Screw Spec: M6x14  
Screw QTY : 6 pc



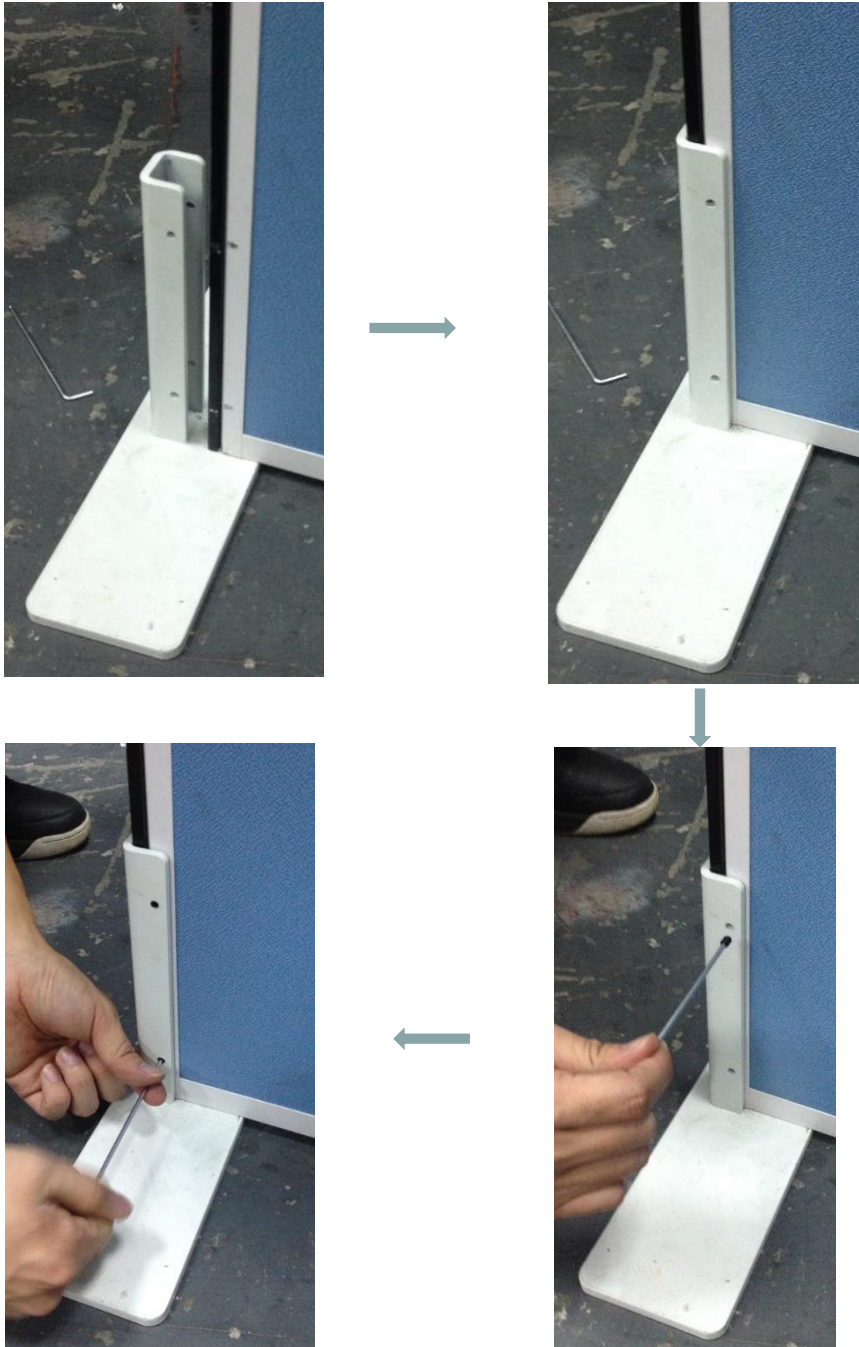


## 10. Stabilizer foot

### 10.1 End stabilizer foot

Stabilizer foot provide additional support for panel free end.  
Including foot and 4pcs screws.

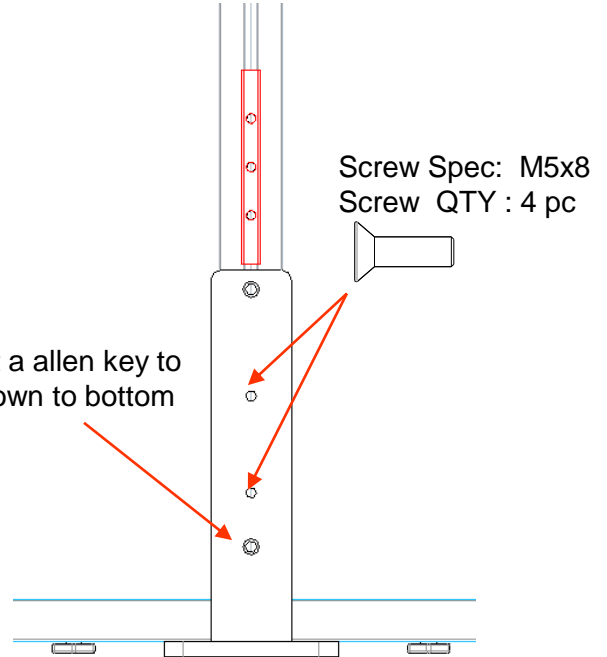
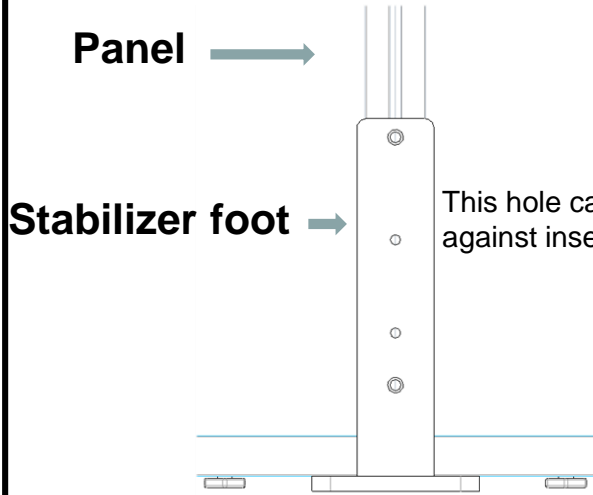
Step 1: put panel into slot of bracket then screw tight fixed.



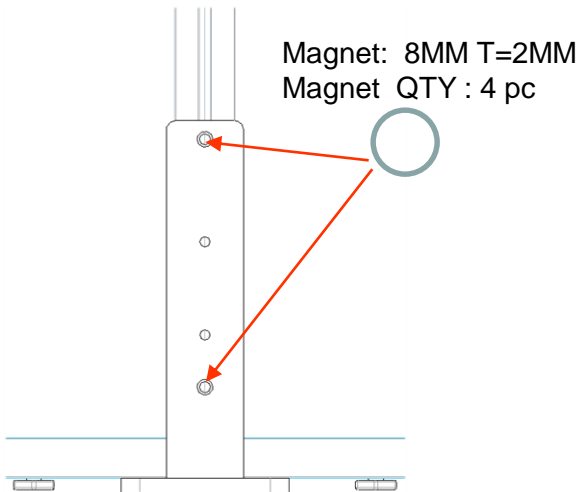
## 10.2 Intermediate stabilizer foot

Step 2: Slide insert from middle of 2 panels  
Then fix the insert with M5 screws  
back side same operate

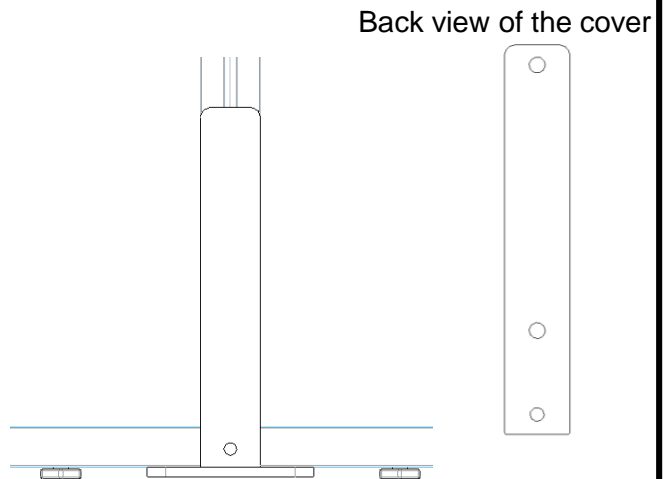
Step 1: Slide stabilizer foot to middle of 2 panels



Step 3: Put magnet at below holes  
front & back totally 4 pcs

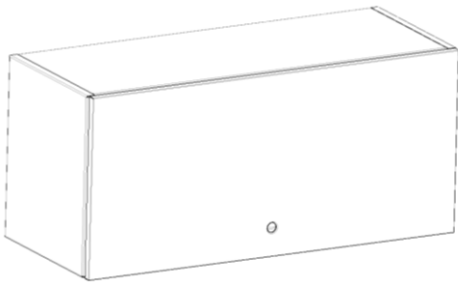


Step 4: Put the cover front & back

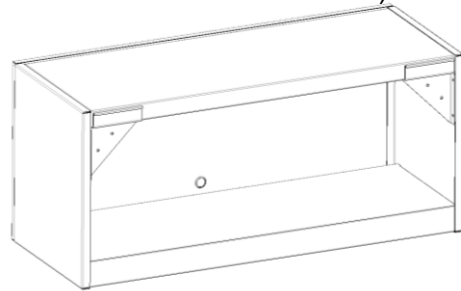


### 11. OSU

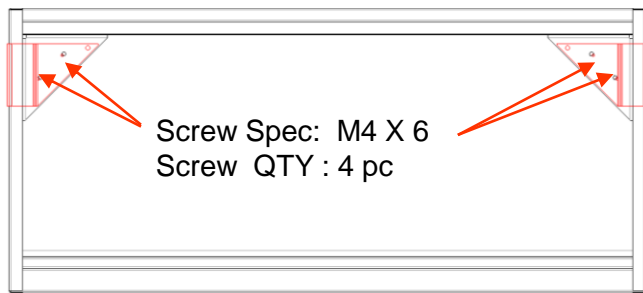
Step 1: Assembly OSU as normal



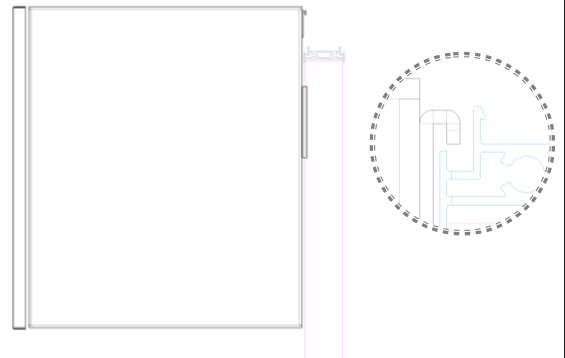
Step 2: Install top BKT of OSU (by using 4 inserts same as BB2 done)



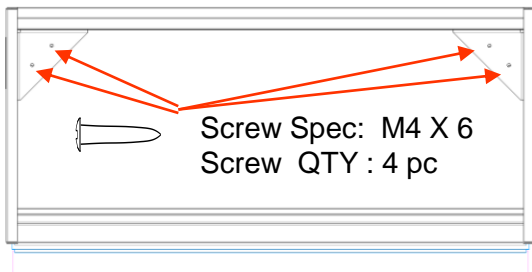
Step 3: Fix top bracket with side bracket by 4 pcs screw



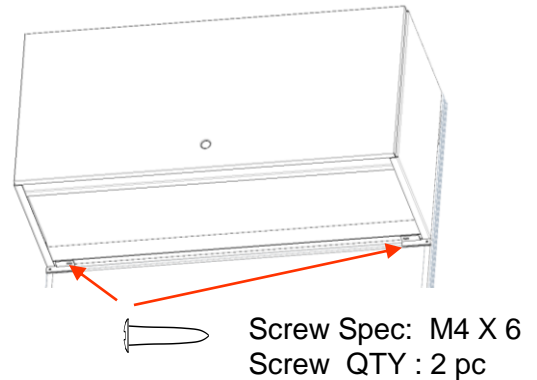
Step 4: Hung the OSU to horizontal rail side bracket slide by vertical rail



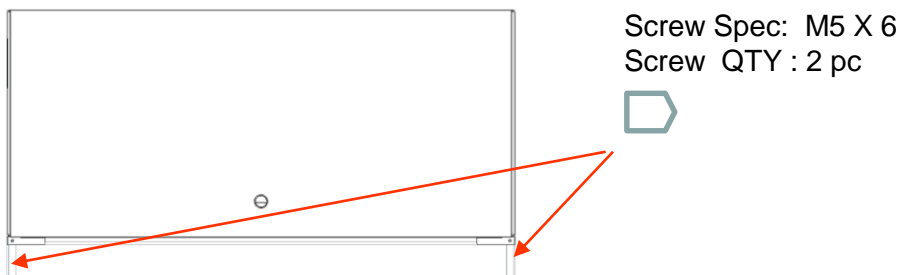
Step 5: Fix top BKT with side BKT



Step 6: Fix BTM BKT to bottom of OSU



Step 7: Fix BTM BKT to vertical rail with set screw

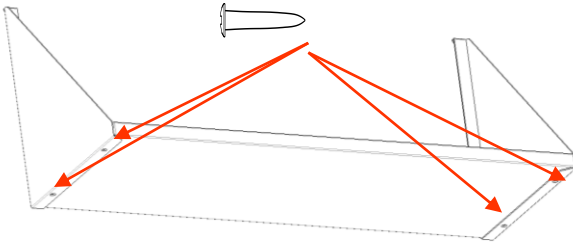


## 12. Shelf

### 12.1 LPL Shelf

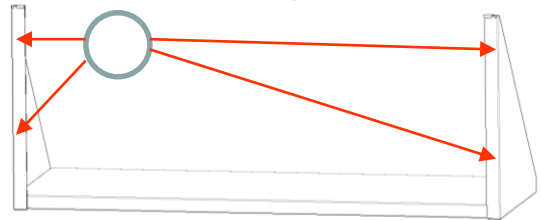
Step 1: Fix end panel with shelf with self screw

Screw Spec: ST4.0x19  
Screw QTY : 4 pc

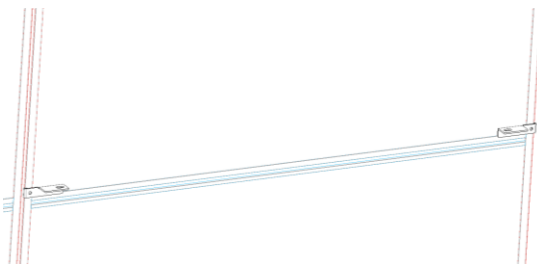


Step 2: Stick bumpers back of end panel

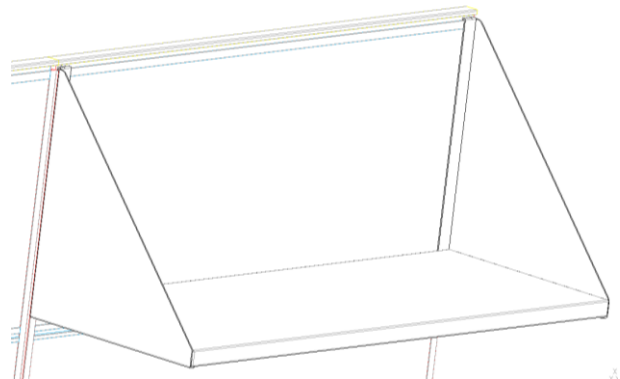
Bumper Spec: 12.7 x 3.5T  
Screw QTY : 4 pc



Step 3: Slide LH & RH BTM BKT from top of vertical rail



Step 4: Hung the assembly shelf to slot of top rail

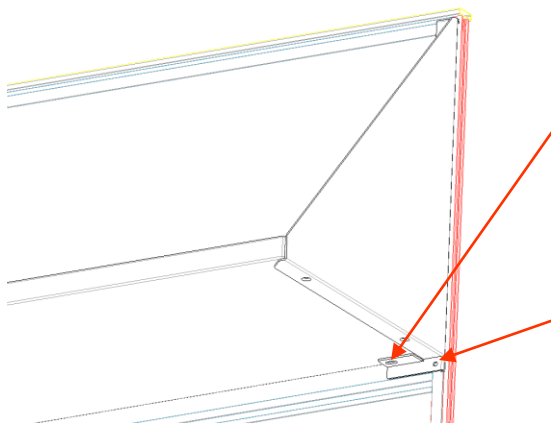


Step 5: Fix set screw normal to panel & self screw normal to LPL shelf

Screw Spec: ST4.2x25  
Screw QTY : 2 pc

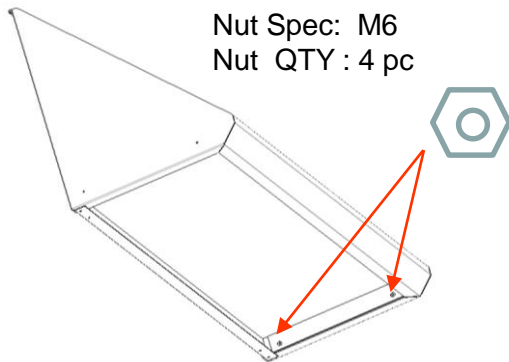


Screw Spec: M5 X 6  
Screw QTY : 2 pc

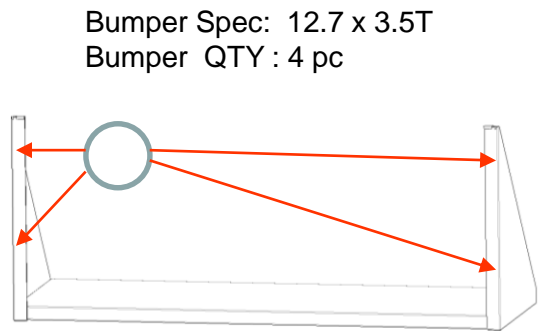


## 12.2 Metal Shelf

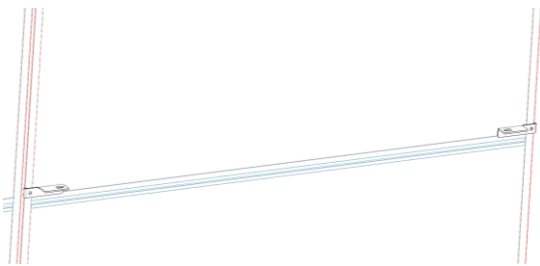
Step 1: Fix end panel with shelf with nut



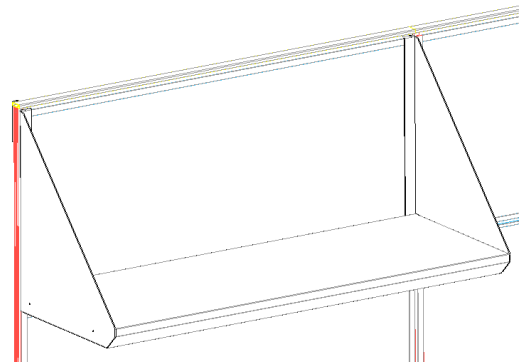
Step 2: Stick bumpers back of end panel



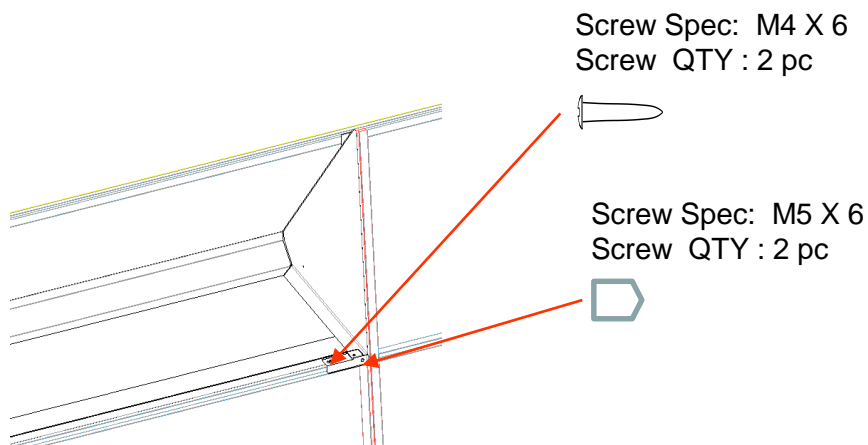
Step 3: Slide LH & RH BTM BKT from top of vertical rail



Step 4: Hung the assembly shelf to slot of top rail



Step 5: Fix set screw normal to panel & self screw normal to metal shelf



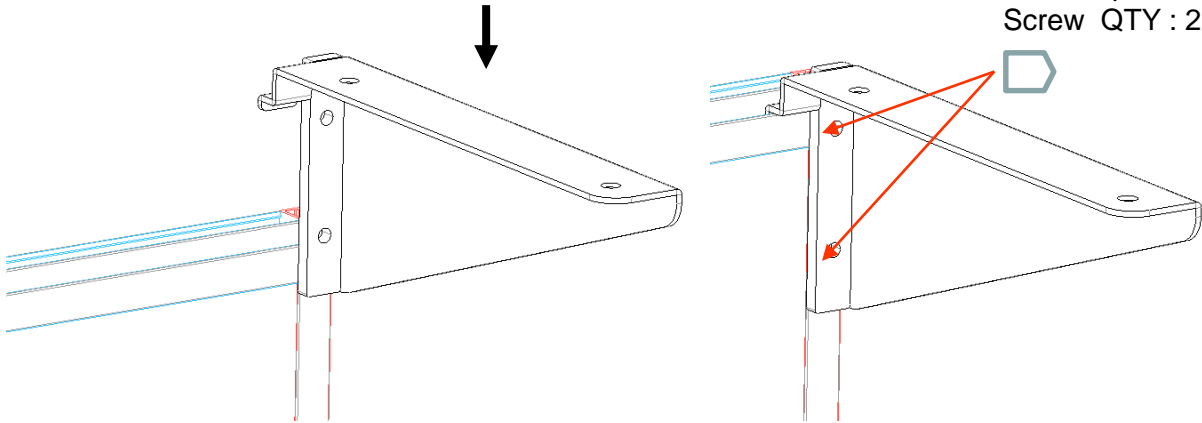
### 13. Transaction top

Step 1: Slide counter top BKT from top along vertical rail until top hook fit to top rail,

Step 2: Use set screw fix the BKT

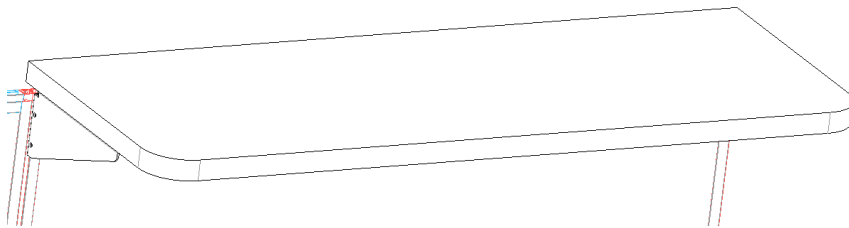
Screw Spec: M5 X 6

Screw QTY : 2 pc



Step 3: use same way to install LH BKT

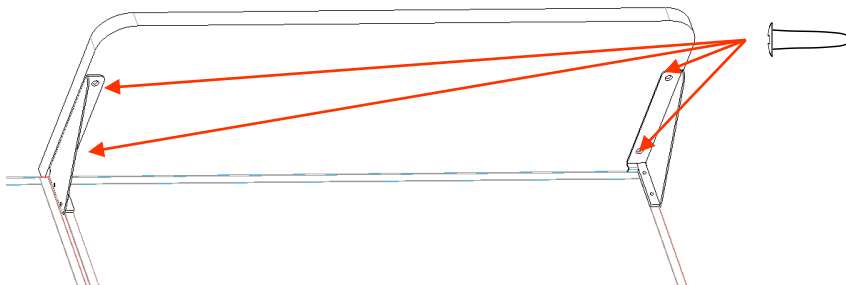
Step 4: Put on Transaction top



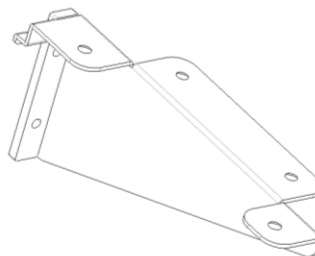
Step 5: Fix Transaction top with screws

Screw Spec: ST4.0x19

Screw QTY : 4 pc



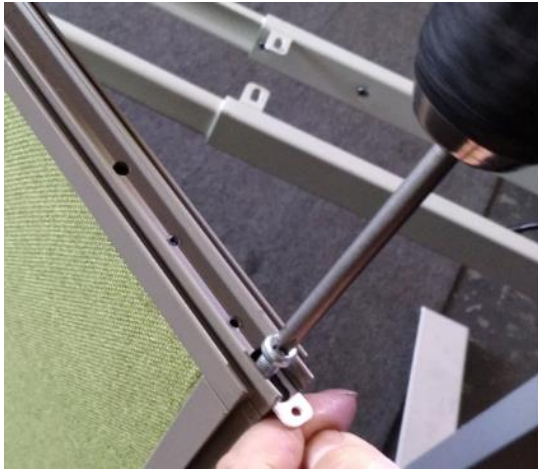
Note : Shared BKT can be put at middle to save 1 BKT if 2 Transaction top connected  
If it is double then need another 2 handed BKT



## 14. Lateral screen

### 14.1 Handed

Step 1: loose pan head screw on vertical rail bottom and insert adapter plate into vertical rail slot as following pic 1 shown, and then tight screw again. To keep plate protrude bottom rail around 2mm. (refer pic 2)

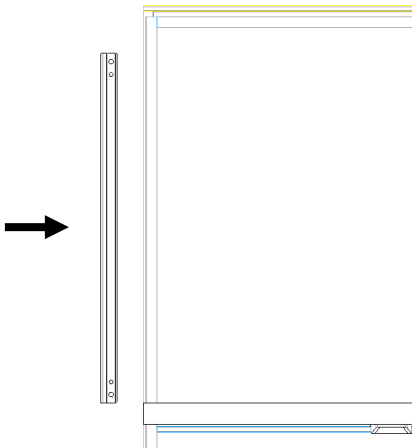


Pic 1

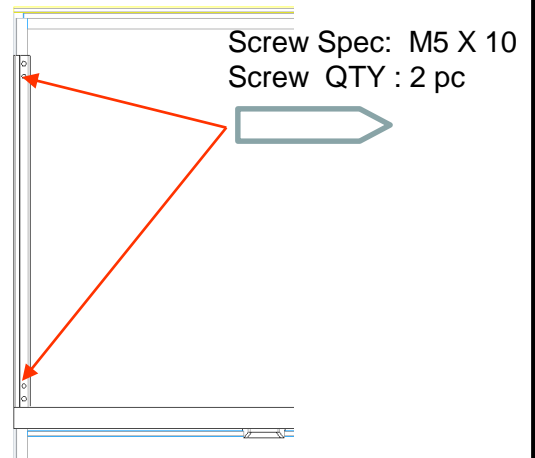


Pic 2

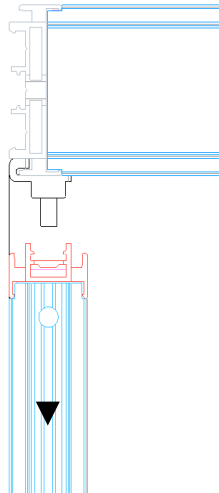
Step 2: End back bracket fit into vertical rail



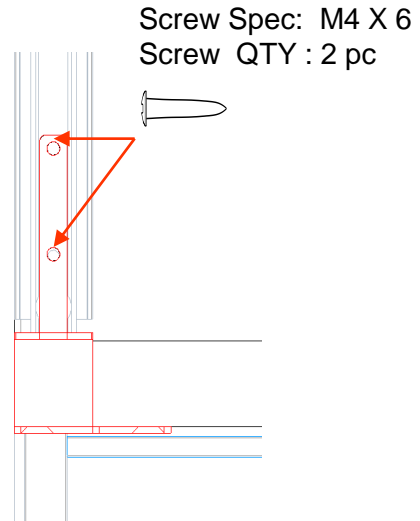
Step 3: Fix 2 set screw on the BKT



Step 4: Move lateral screen from front to back make sure the set screw can into hole on vertical rail of lateral screen



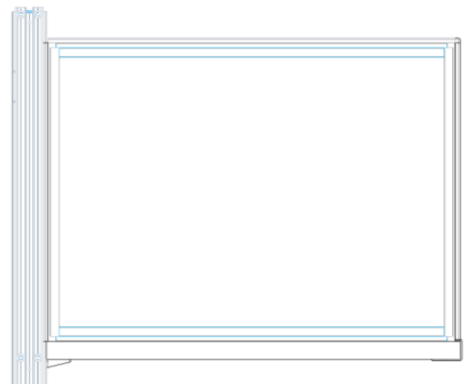
Step 5: Fix handed front BKT on vertical rail keep flush with worktop



Step 6: Fix front BKT to worktop with screws



Step 7: Install end trim & top trim

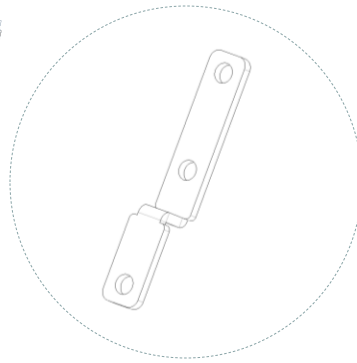
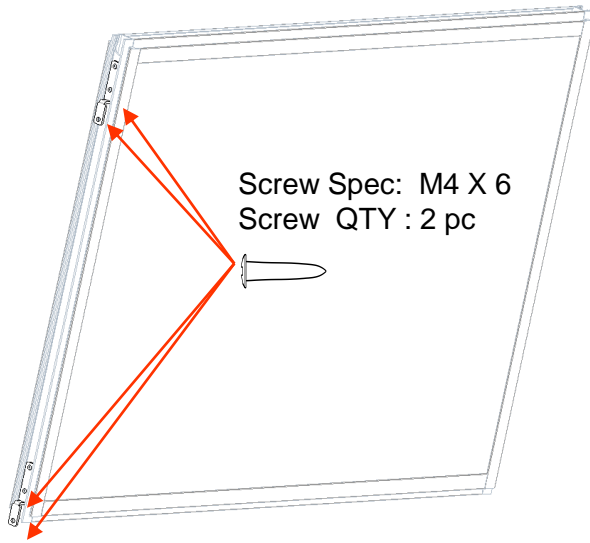


Note: Both handed and shared lateral screen need assemble adapter plate while screen mounted on LPL worktop. If lateral screen mount on HPL worktop then need not assemble this adapter plate.

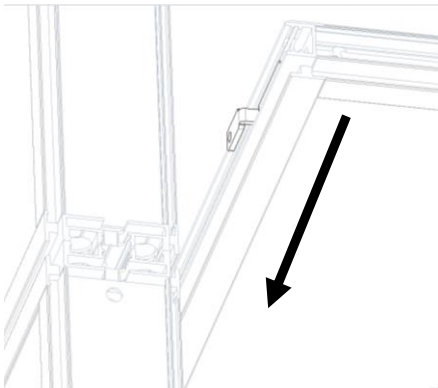


### 14.2 Shared

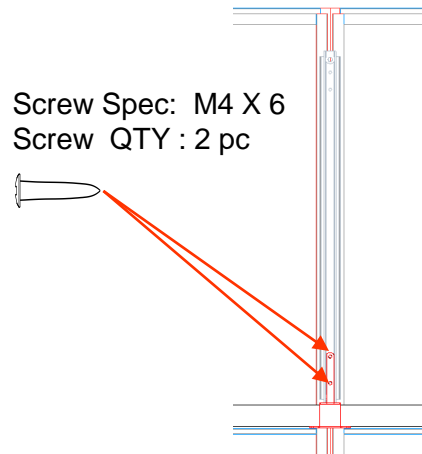
Step 1: Fix 2 pcs shared back BKT to vertical rail



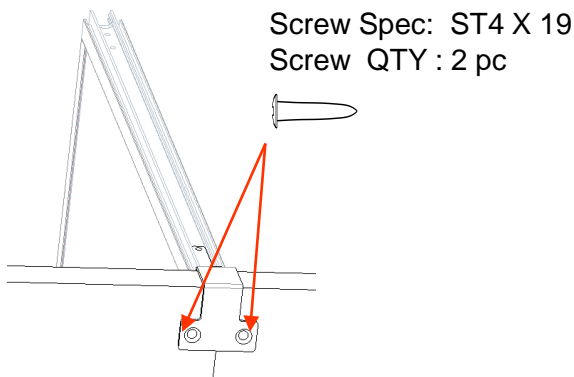
Step 2: Slide lateral screen to the gap of vertical rails



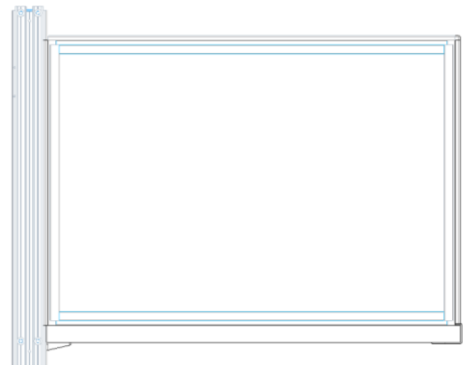
Step 3: Fix handed front BKT on vertical rail keep flush with worktop



Step 4: Fix front BKT to worktop with screws

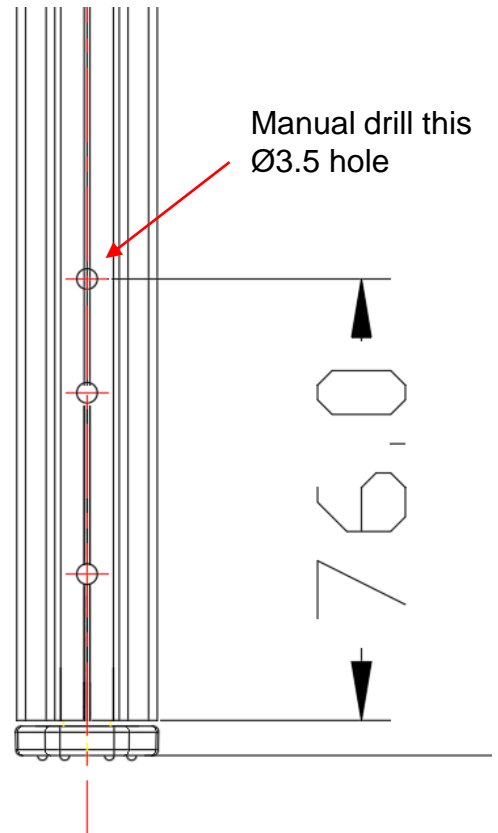


Step 5: Install end trim & top trim



## 15. Panel (new version to old version)

Step 1: Manual drill a hole( $\varnothing$  3.5)as following image in old version panel. Detail size refers to below drawing shown.



Step 2: Fix two aligners in down direction to the manually drilled hole and the middle hole. Refer to the image below.



Aligner  
down direction

Aligner  
down direction

Step 3: Fix two aligners in upper direction and a bottom connector in new version panel as below image shown.

Bottom connector

Aligner  
Upper direction

Aligner  
Upper direction



Step 4: Connect two versions of panels and fix by top connector. Refer to the image below.



**Note:**

- Both the old version and new version share the same panel to panel connection and installation.
- Both the old version and new version share the same raceway installation.