HAWORTH

Collaborate

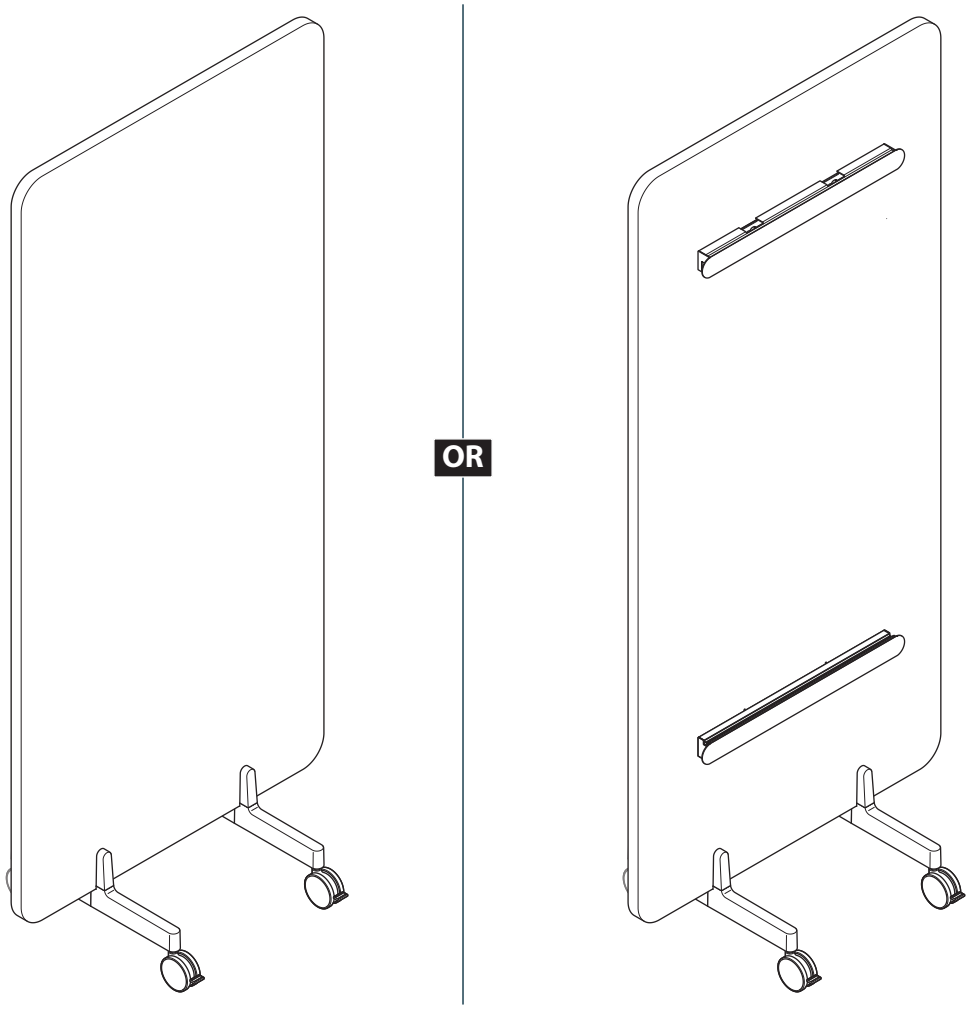
Assembly Instructions

Congratulations on your purchase of a new Collaborate Screen!

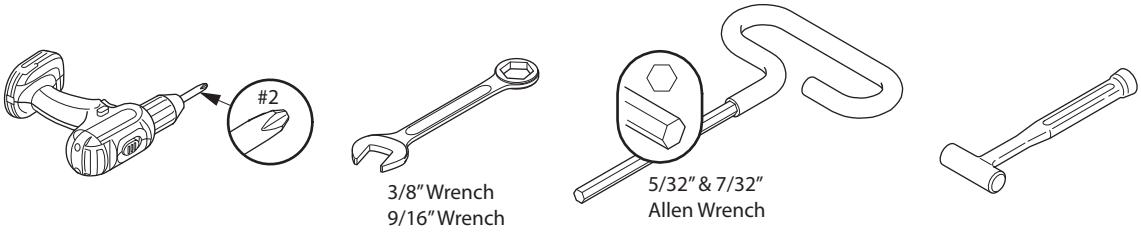
Ready to assemble your new screen?

Follow all the steps carefully before using your screen.

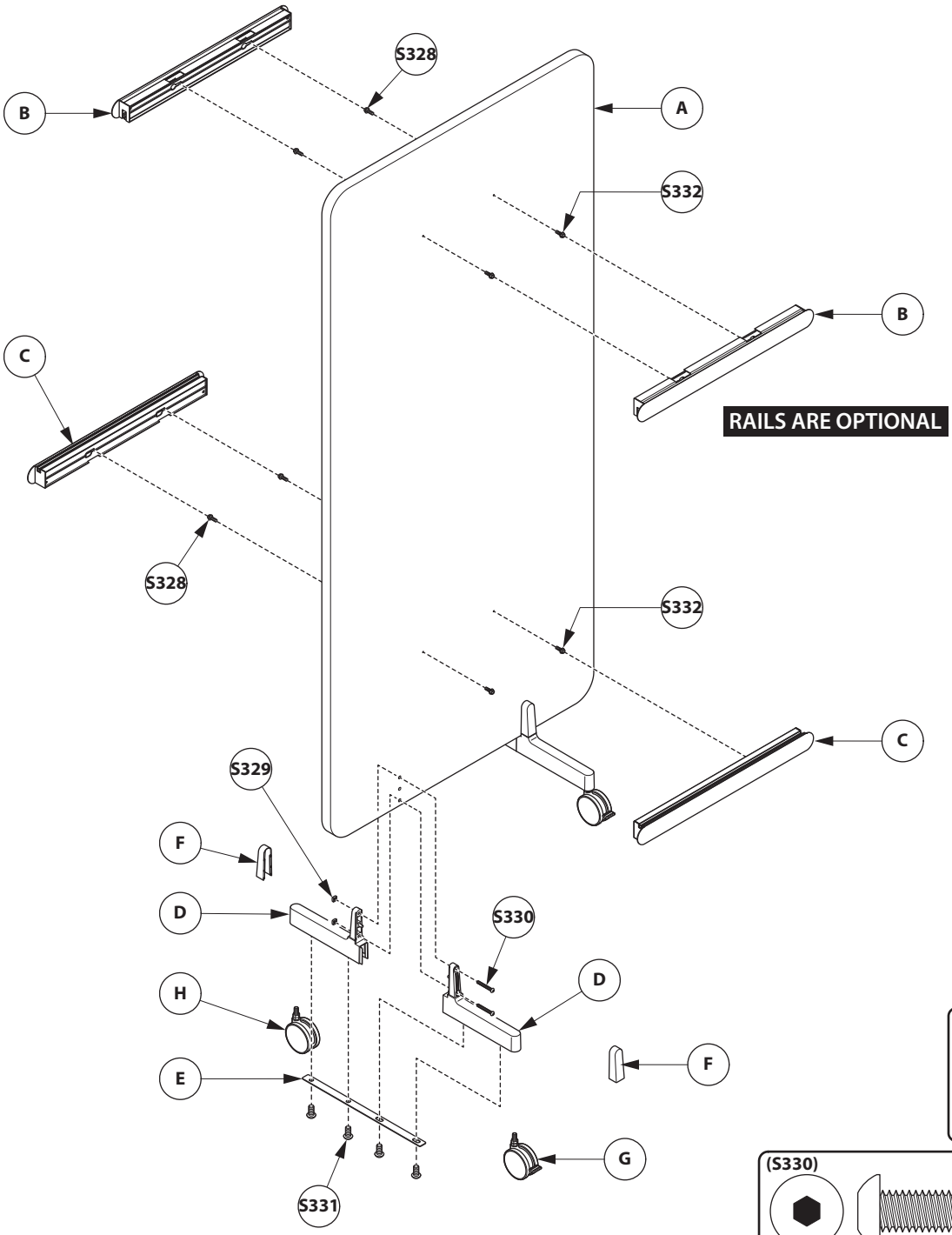
That's it! Now you're ready to get down to business with a screen that's just right for you and your space.

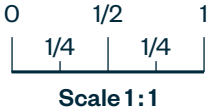


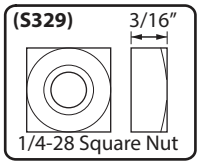
Tools Required

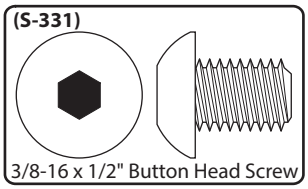


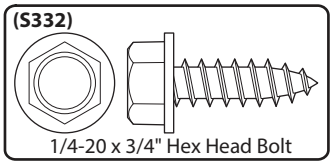
Assembly Overview

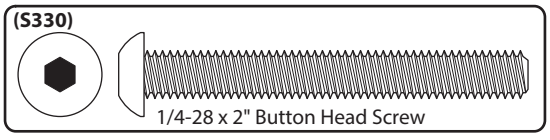




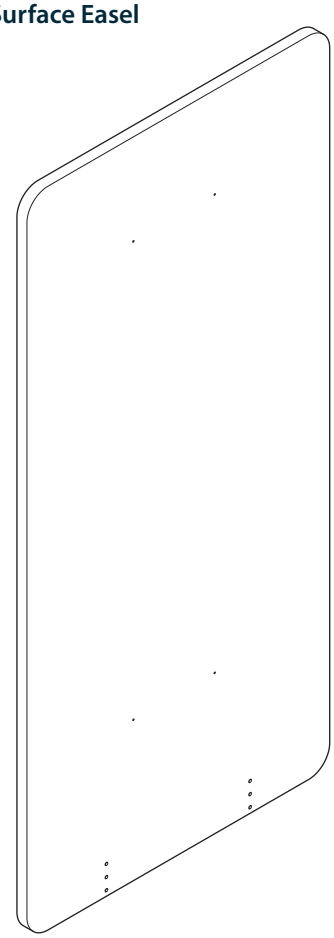






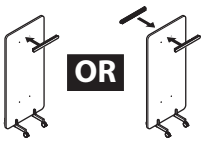


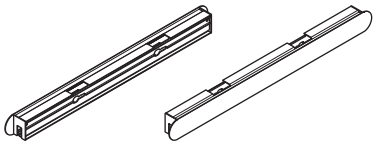
(A) Hard Surface Easel



(B) Rails (Top) - Qty. 1 or 2

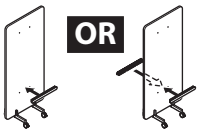
RAILS ARE OPTIONAL

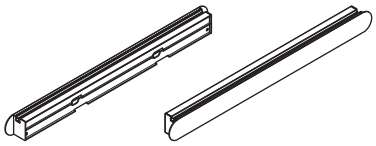




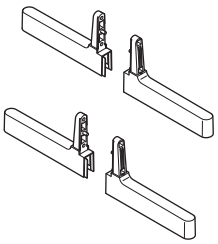
(C) Rails (Bottom) - Qty. 1 or 2

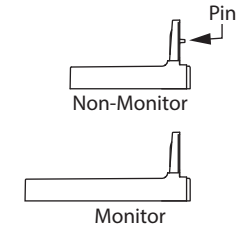
RAILS ARE OPTIONAL





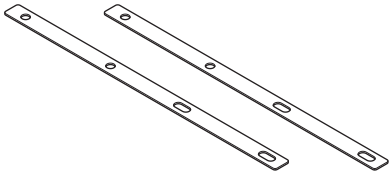
(D) Support Legs - Qty. 2 Front, 2 Back



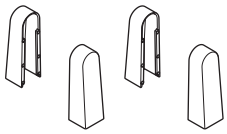


NOTE: Longer leg is used with Monitor applications.

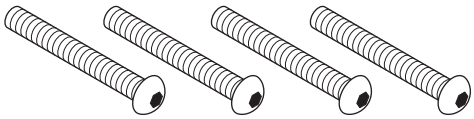
(E) Metal Straps - Qty. 2



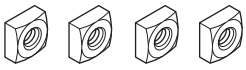
(F) Covers - Qty. 4



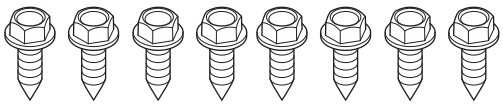
(S328) 1/4-28 x 2" Button Head Screws - Qty. 4



(S328) 1/4-28 x Square Nuts - Qty. 4

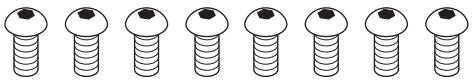


(S328) 1/4-20 x 3/4" Hex Head Bolts - Qty. 4 or 8

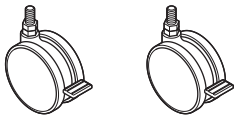


NOTE: Quantities vary depending on number of rails mounted.

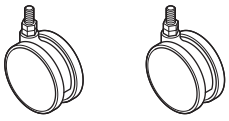
(S331) 3/8-16 x 1/2" Button Head Screws - Qty. 8



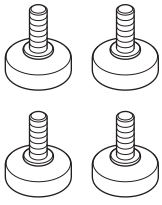
(G) Caster (Locking) - Qty. 2



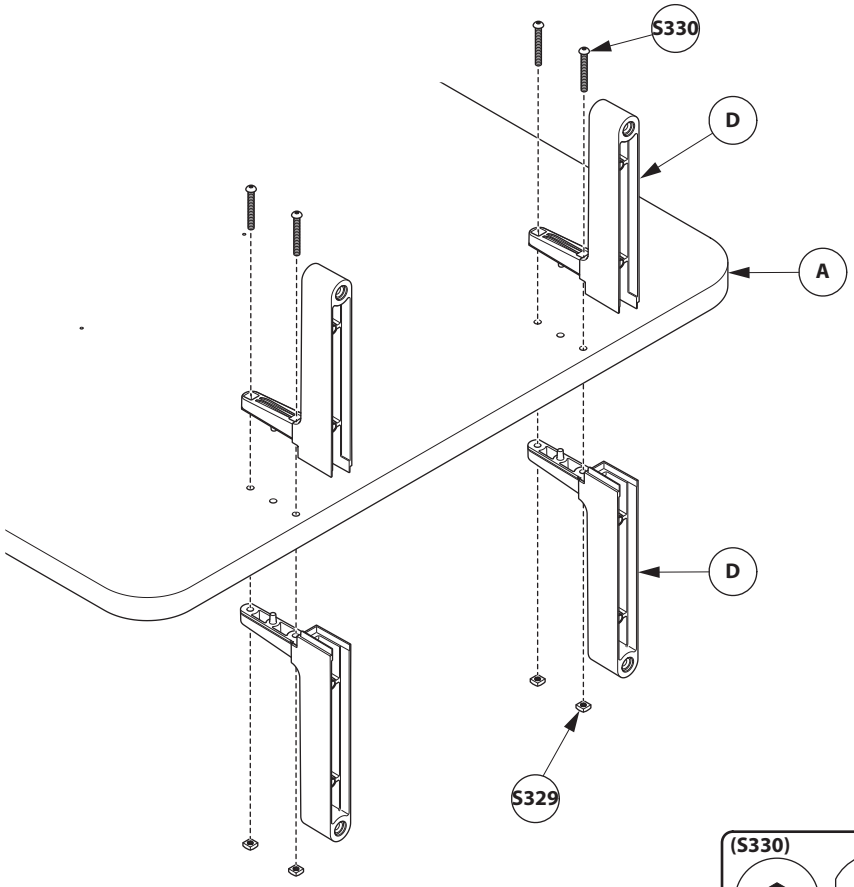
(H) Casters (Non-Locking) - Qty. 2

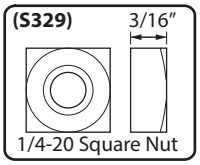


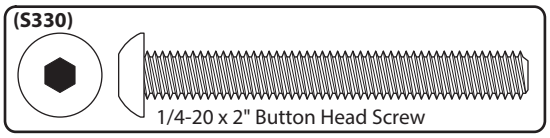
(L) Glides - Qty. 4



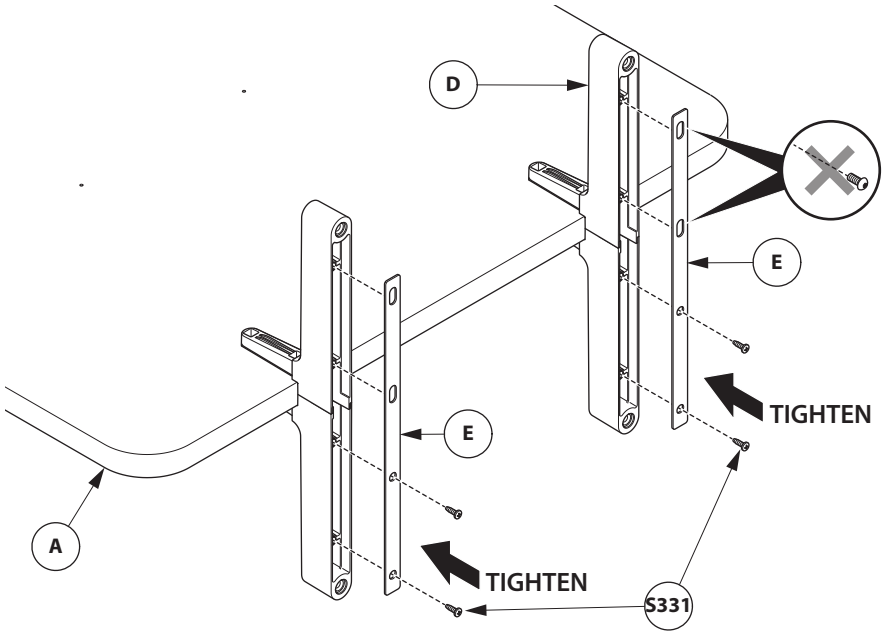
1 Lay easel (A) down and install legs (D)



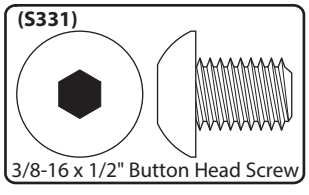




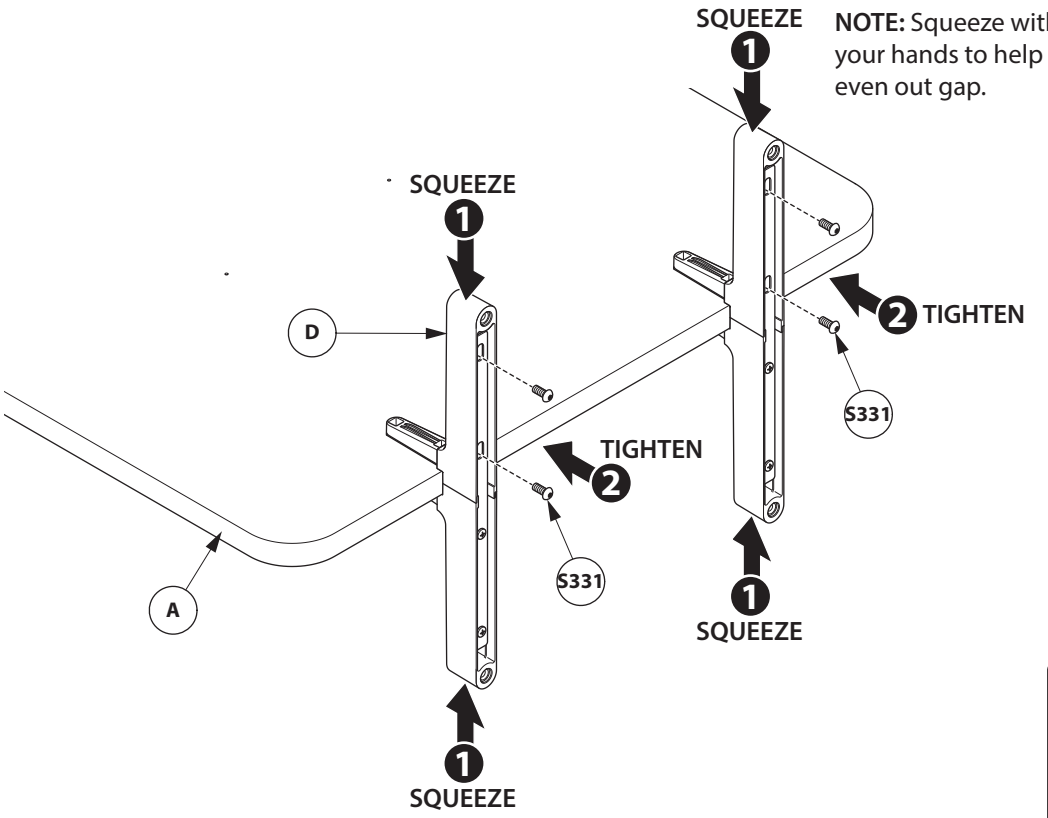
2 Install metal straps (E)

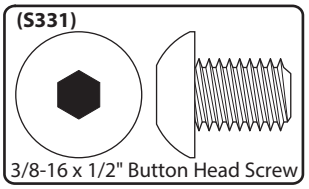


NOTE: DO NOT install screws in the slotted holes in this step.



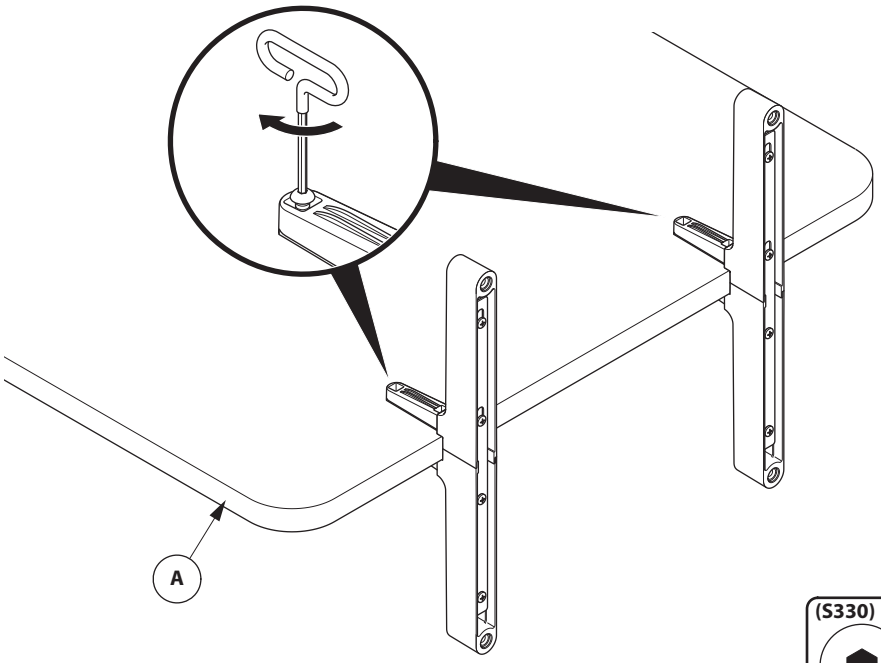
3 Squeeze support legs (D) together and install screws (S331)

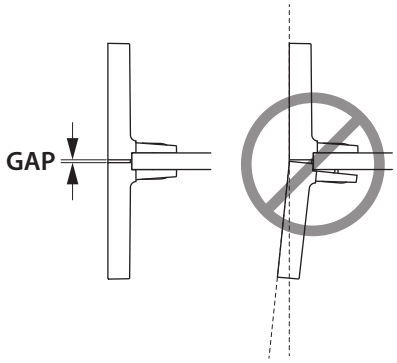


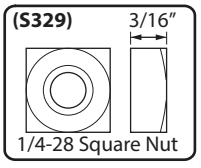


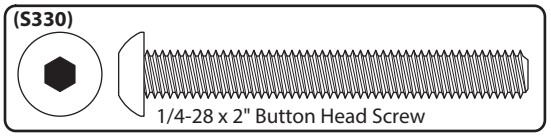
4 Tighten all screws (S330) and nuts (S329)

NOTE: Gap is expected. Make sure gap is even.

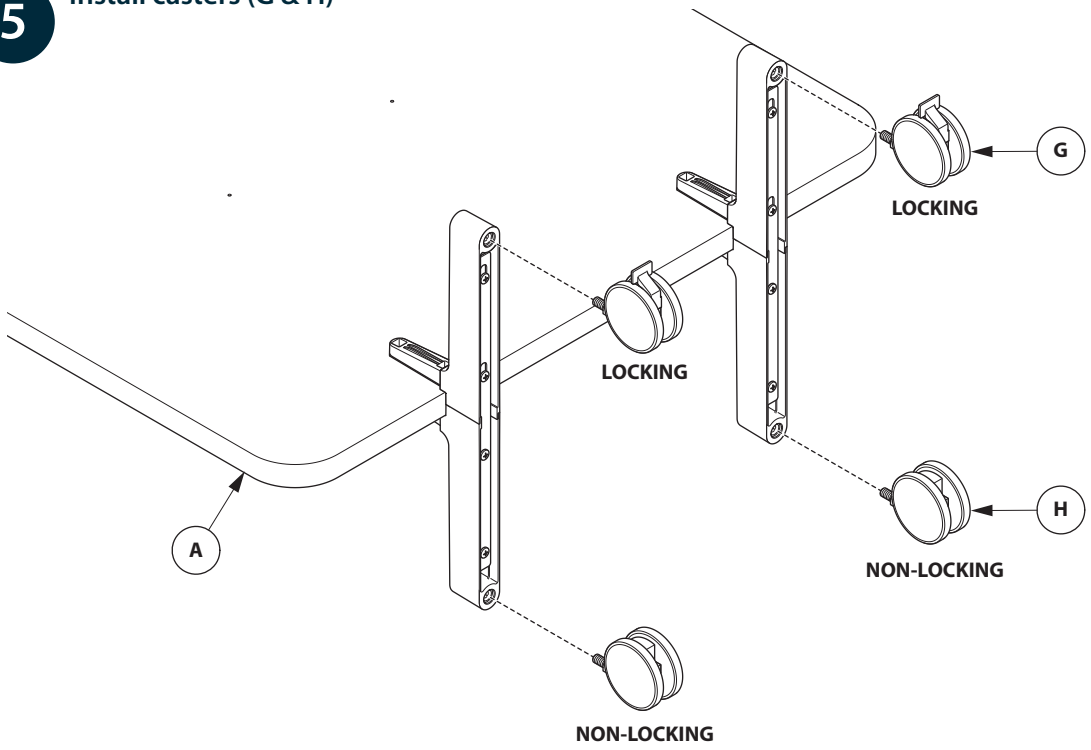




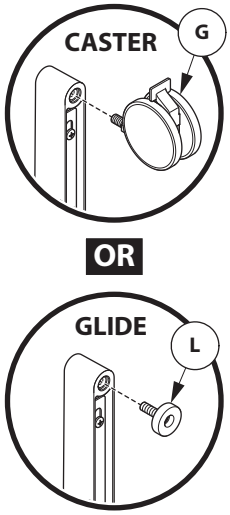




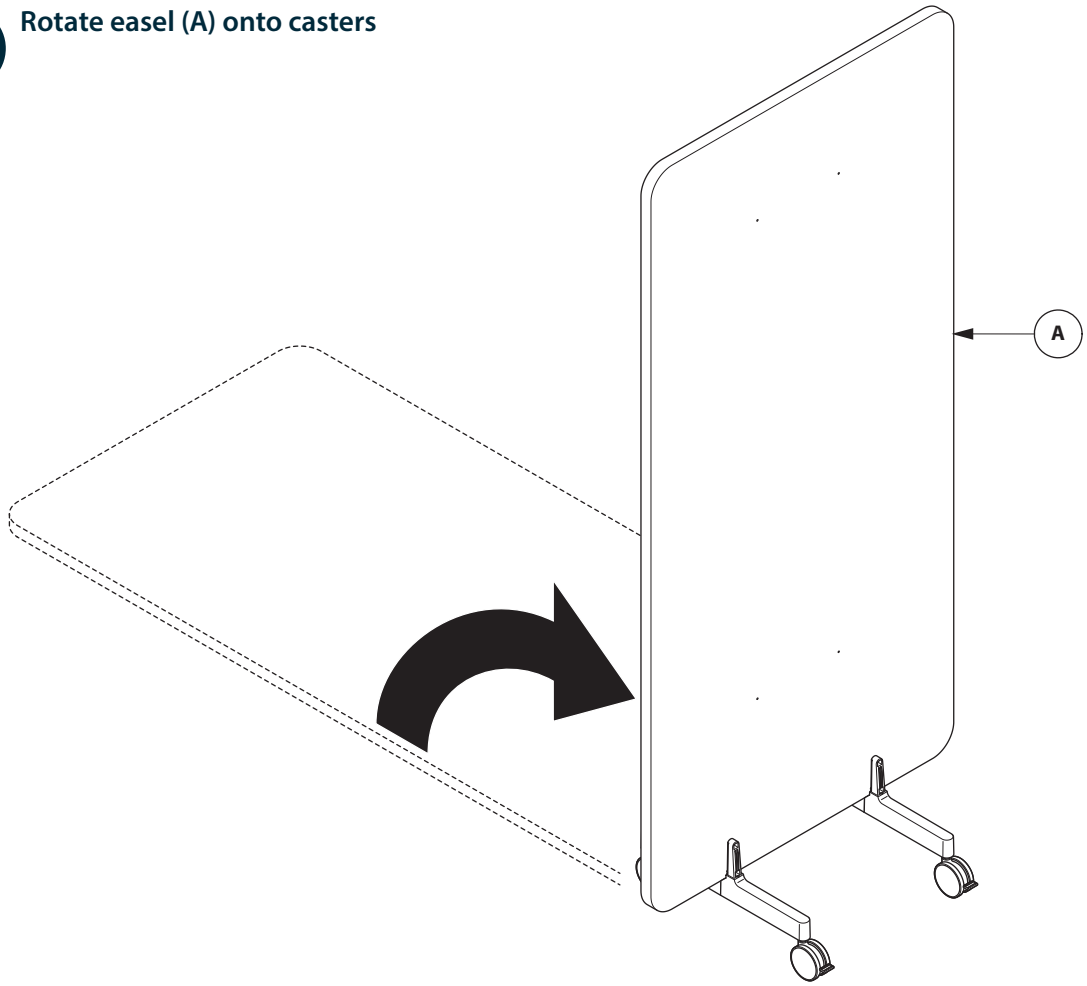
5 Install casters (G & H)



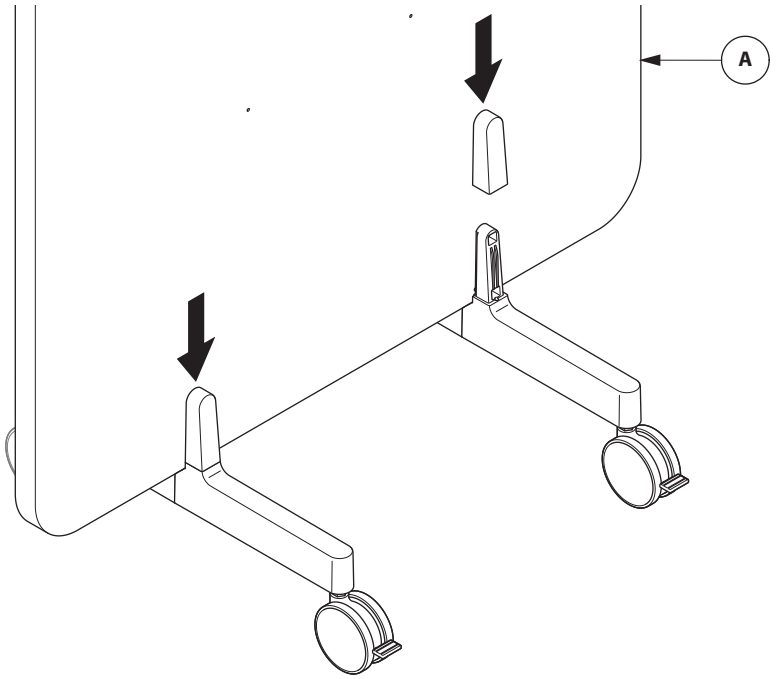
NOTE: Locking Caster **(G)** always on accessory side.



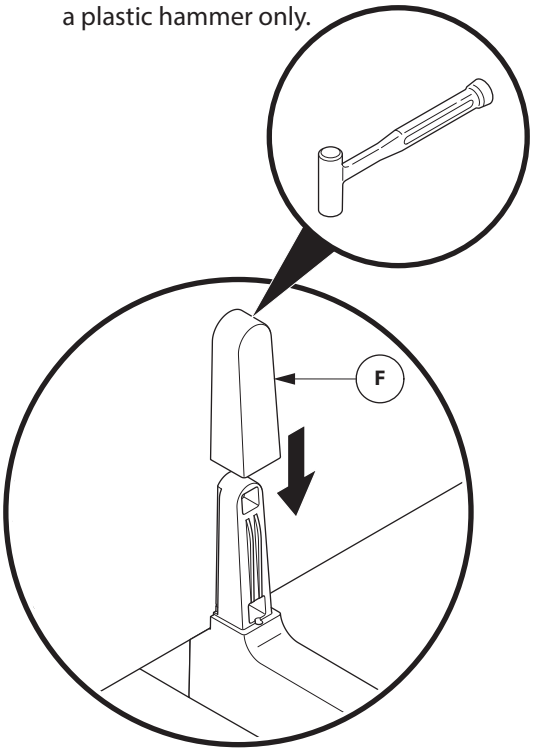
6 Rotate easel (A) onto casters



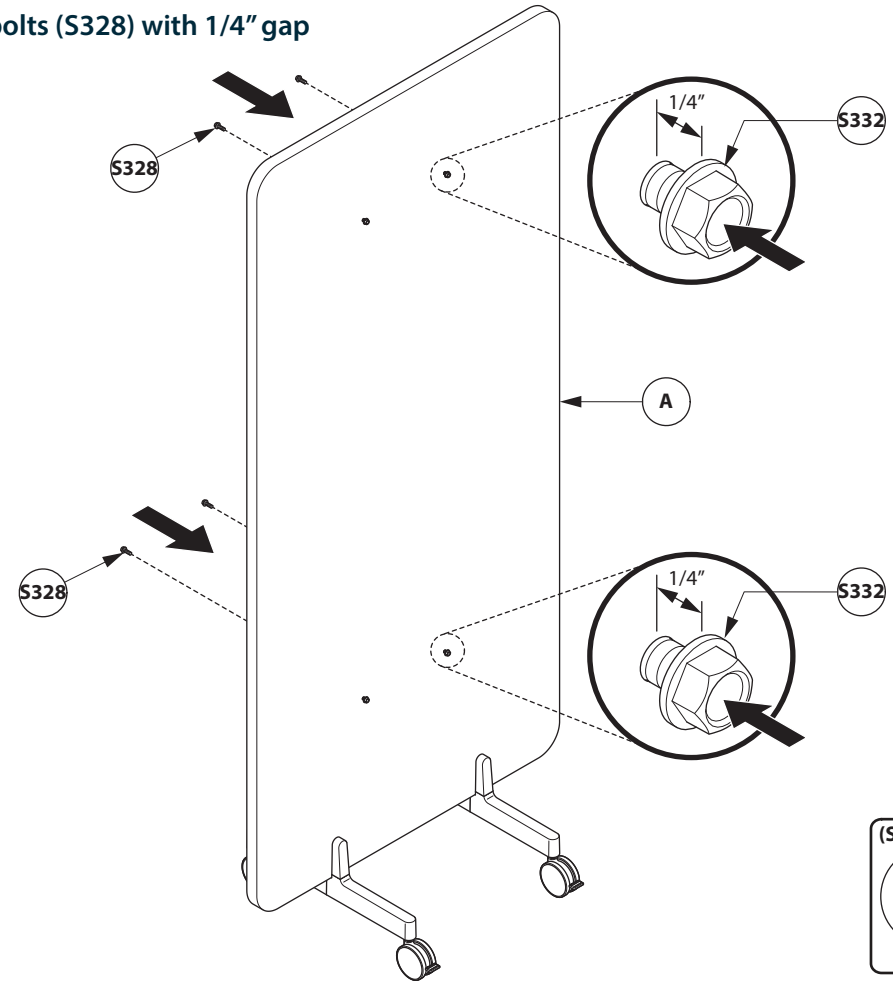
7 Install all 4 covers (F)

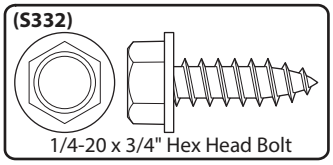


NOTE: If needed tap with a plastic hammer only.

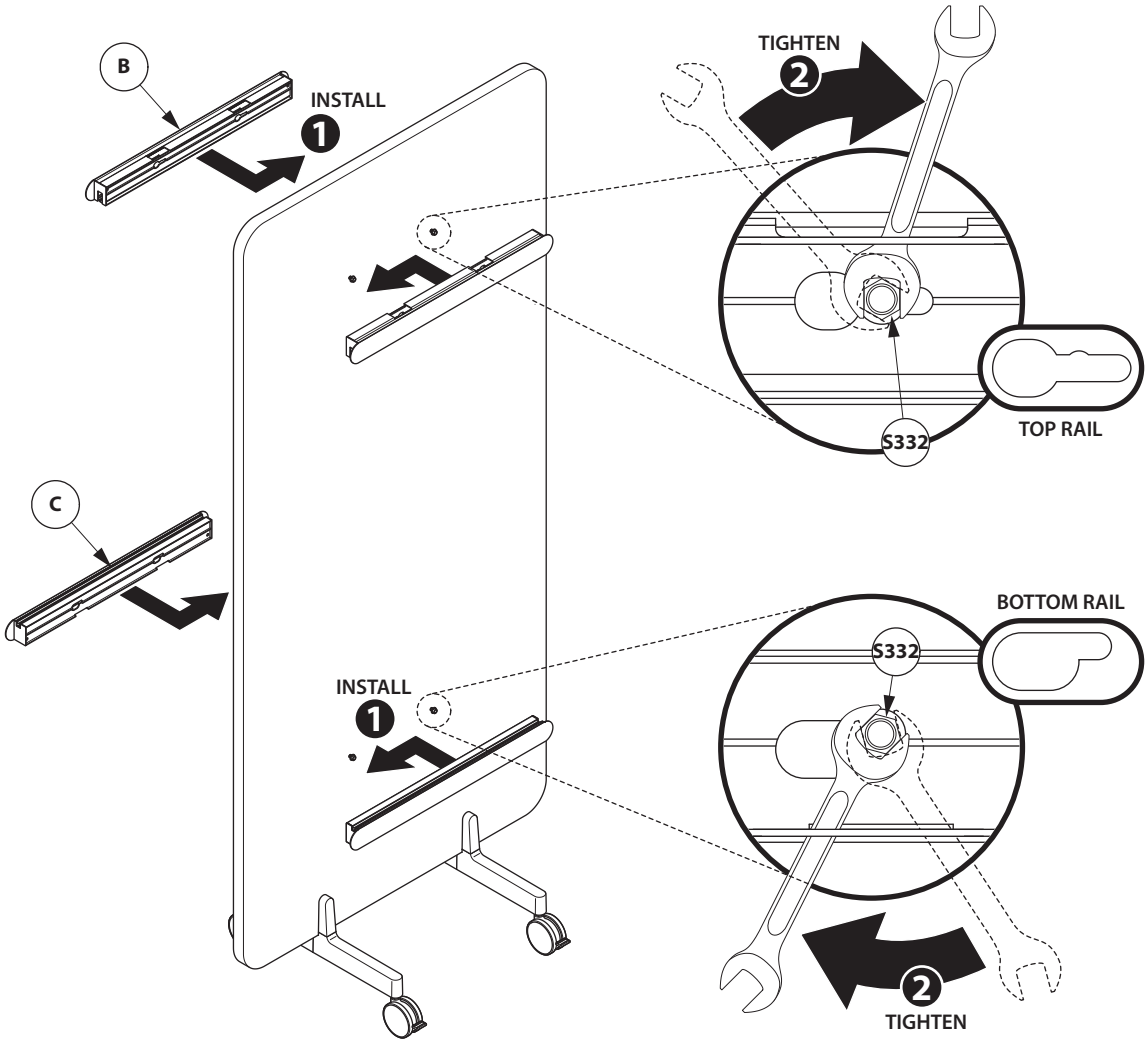


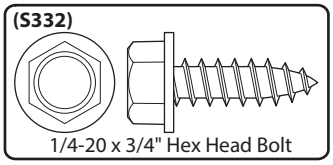
8 Install all 8 bolts (S328) with 1/4" gap





9 Install 2 top rails (B) and 2 bottom rails (C)





10 Install markerboard (M)

NOTE: Always use markerboards handle when installing, moving, and removing from rail.

