HAWORTH

Collaborate

Assembly Instructions

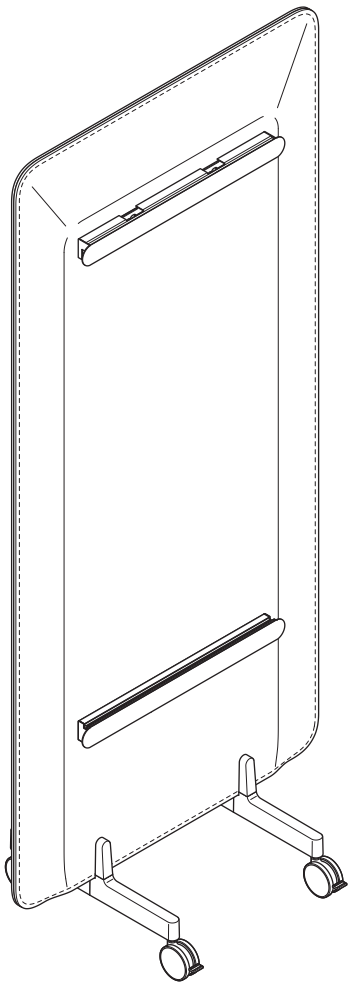
Congratulations on your purchase of a new Collaborate Fabric Screen with rails!

Ready to assemble your new screen?

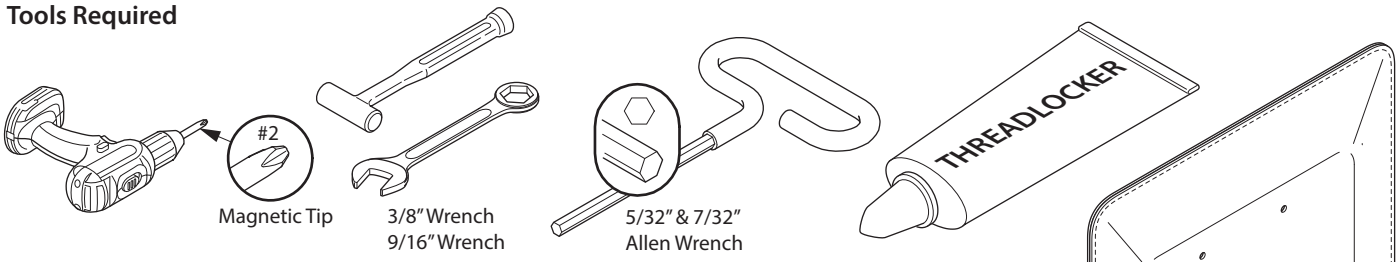
Follow all the steps carefully before using your screen.

That's it! Now you're ready to use your new screen.

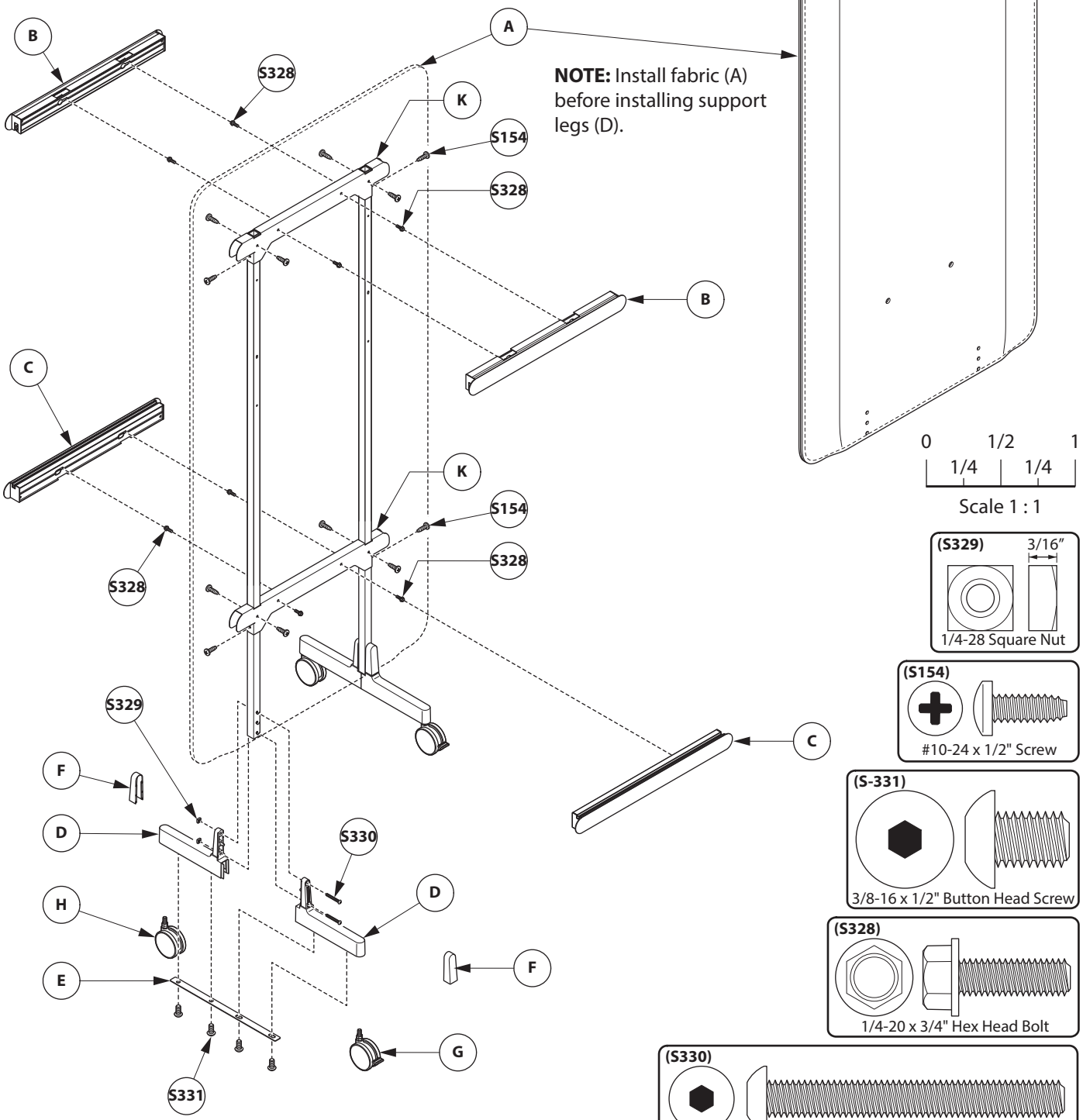
36″ to 48″



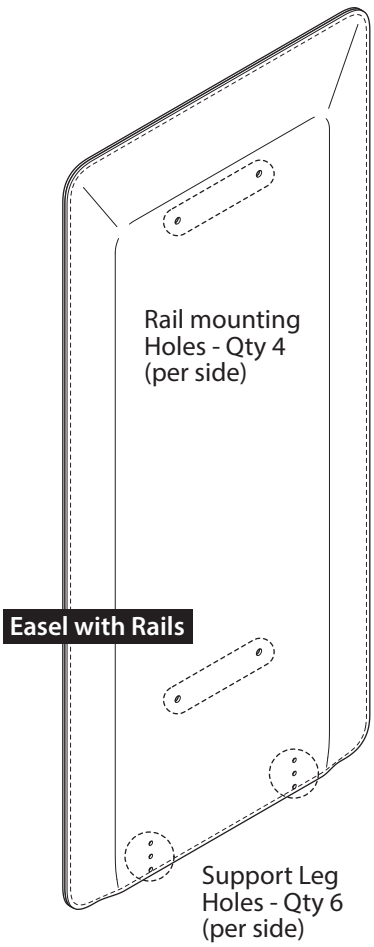
Tools Required



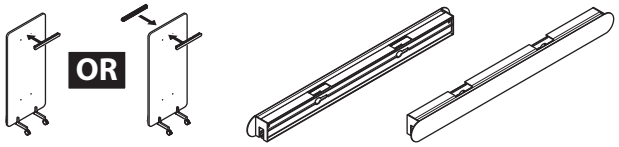
Assembly Overview



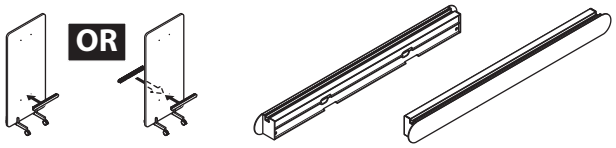
(A) Fabric Surface Easel



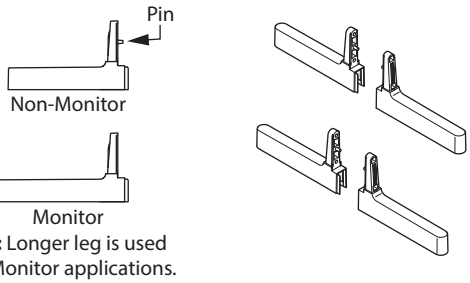
(B) Rails (Top) - Qty. 1 or 2



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

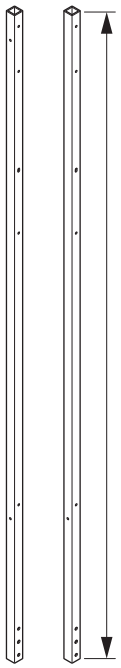


(D) Support Legs - Qty. 2 Front, 2 Back

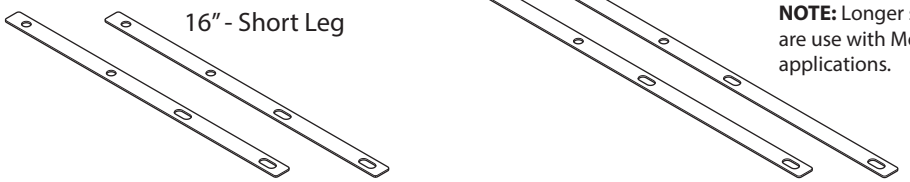


NOTE: Longer leg is used with Monitor applications.

(J) Vertical Frame - Qty. 2

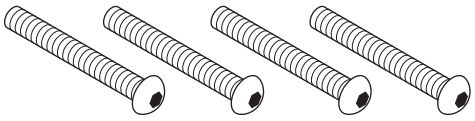


(E) Metal Straps - Qty. 2

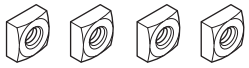


NOTE: Longer straps are use with Monitor applications.

(S330) 1/4-28 x 2" Button Head Screws - Qty. 4

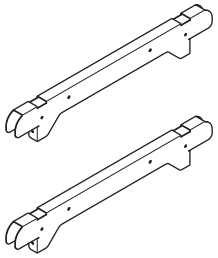


(S329) 1/4-28 x Square Nuts - Qty. 4

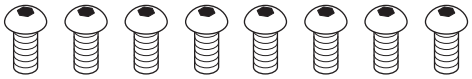


(K) Horizontal Frame - Qty. 2

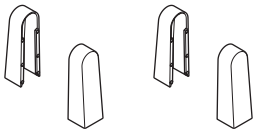
36, 42, 48 width



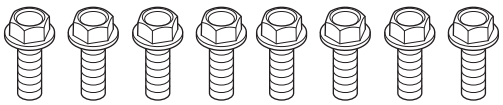
(S331) 3/8-16 x 1/2" Button Head Screws - Qty. 8



(F) Covers - Qty. 4



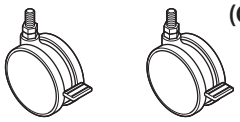
(S328) 1/4-20 x 3/4" Hex Head Bolts - Qty. 4 or 8



NOTE: Quantities vary depending on number of rails mounted.

(G) Caster (Locking) - Qty. 2

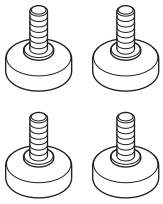
(OPTIONAL)



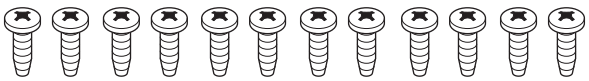
OR

(L) Glides - Qty. 4

(OPTIONAL)

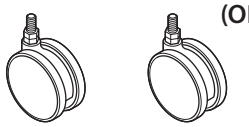


(S154) #10-24 x 1/2" Screws - Qty. 12

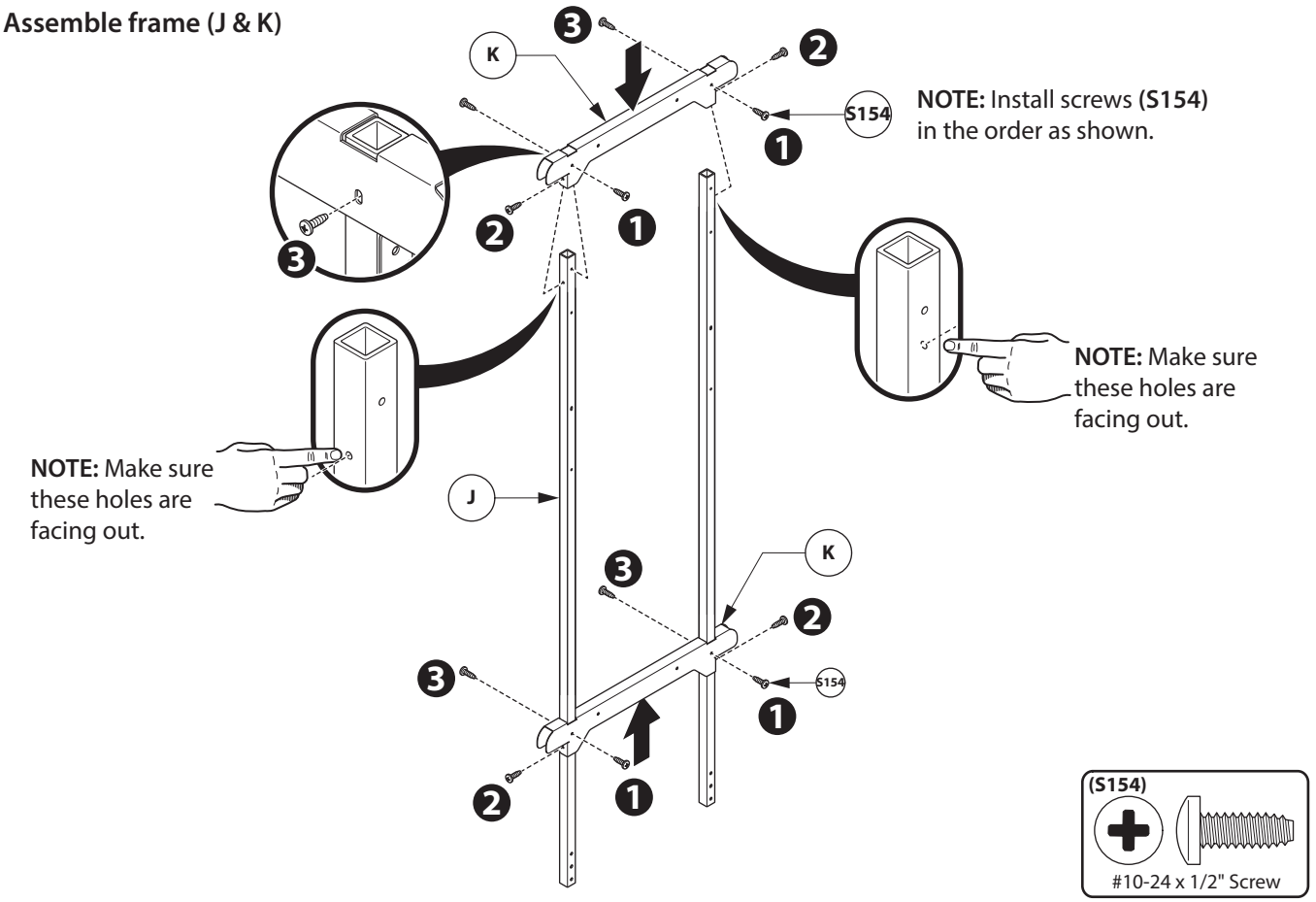


(H) Casters (Non-Locking) - Qty. 2

(OPTIONAL)

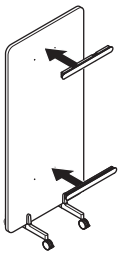


1 Assemble frame (J & K)



2 Install 4 or 8 hex bolts (S328)

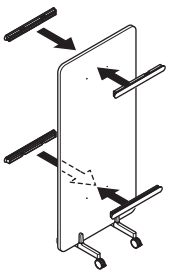
Single Sided (4 bolts)

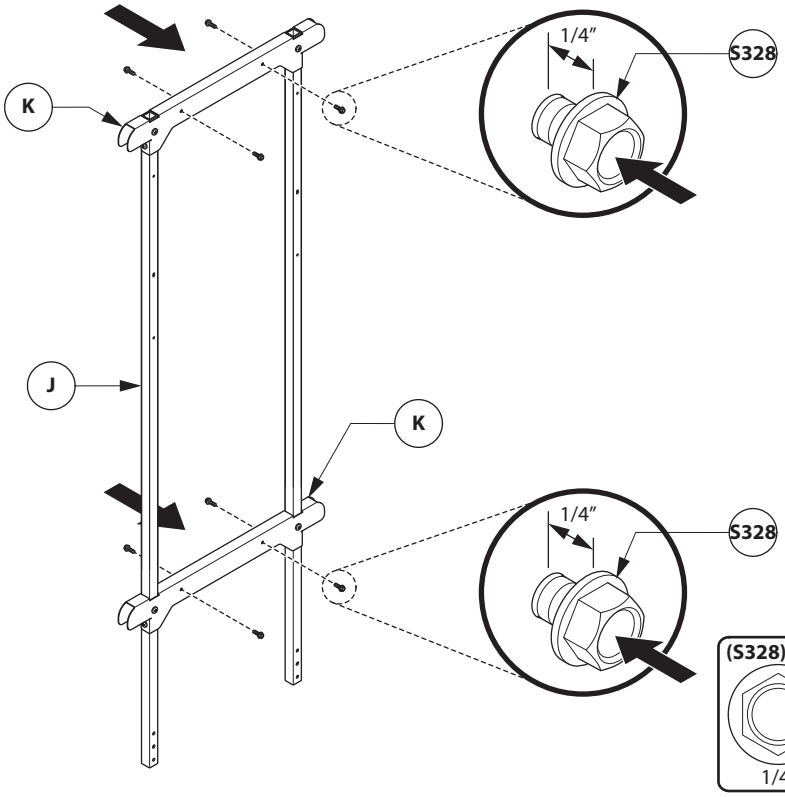


NOTE: Fasteners are on one side.

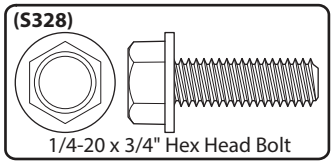
OR

Doube Sided (8 bolts)

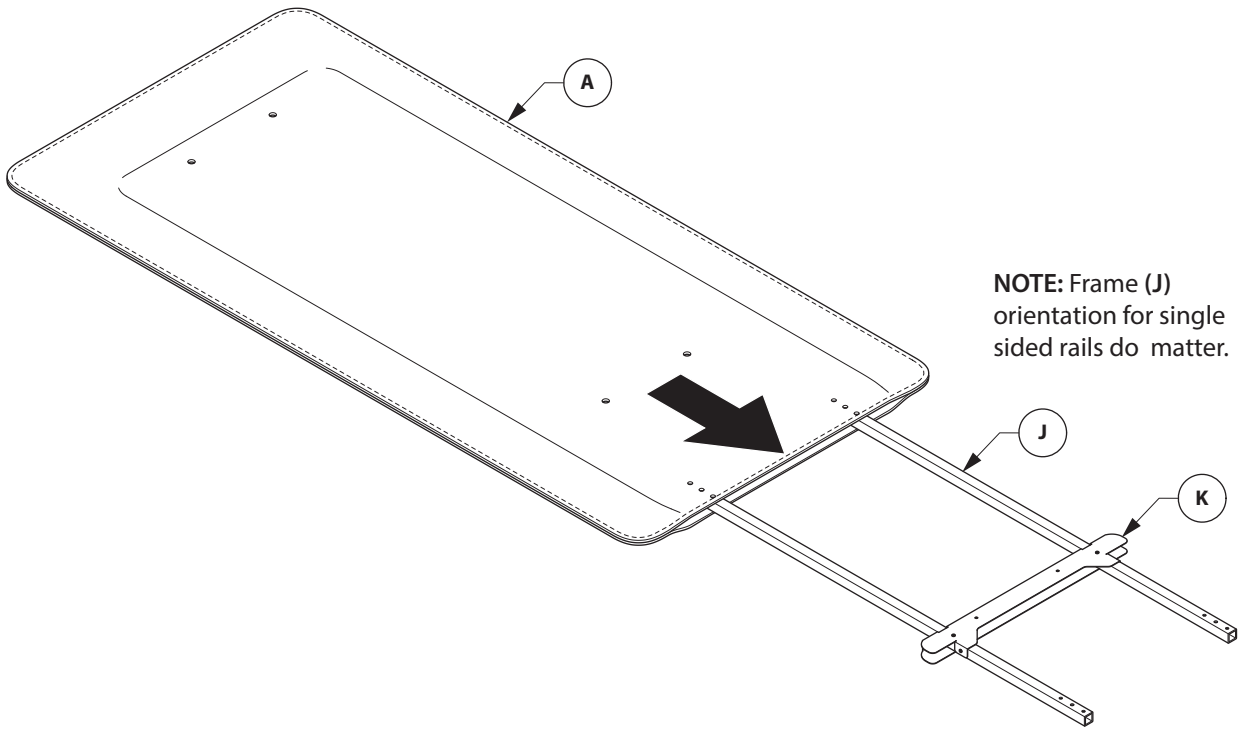




NOTE: Quantities vary depending on number of rails mounted.



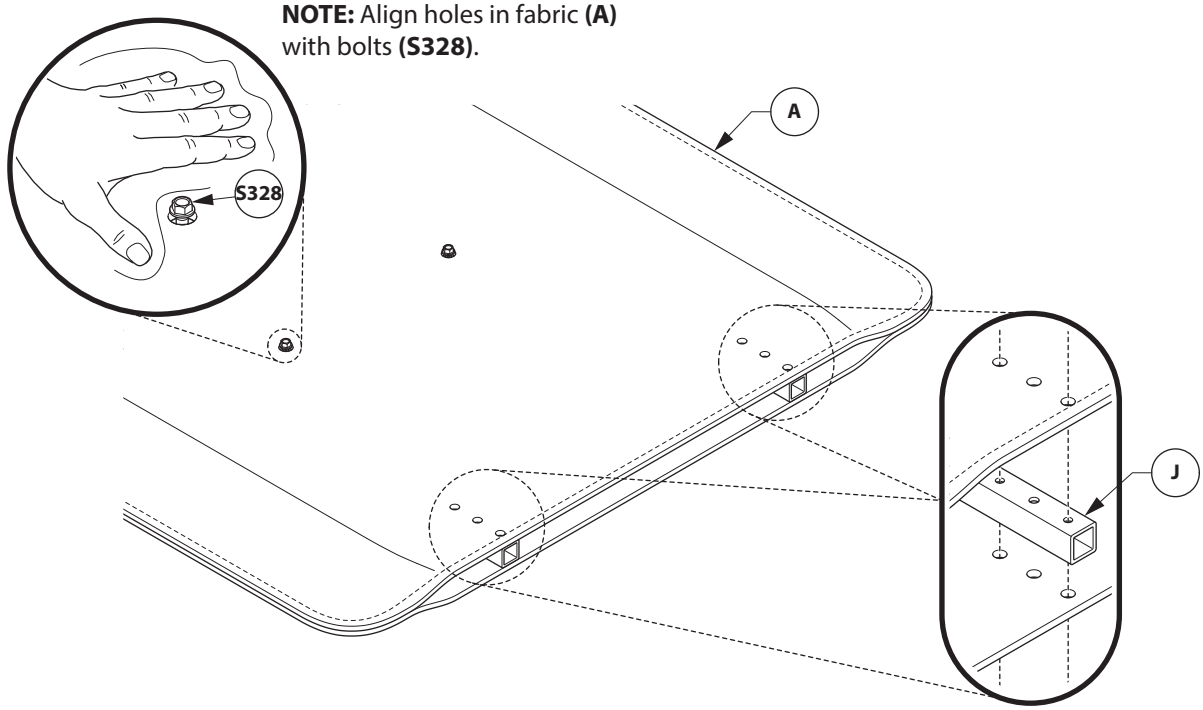
3 Slide fabric (A) over frame (K & J)



NOTE: Frame **(J)** orientation for single sided rails do matter.

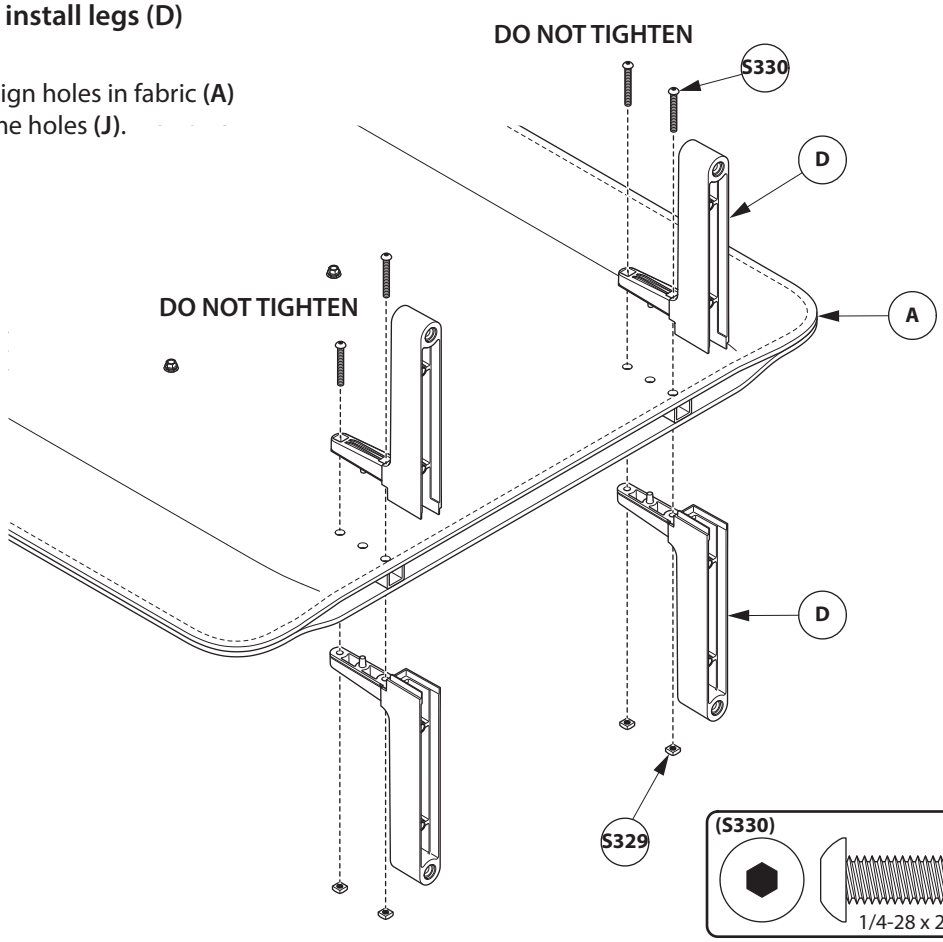
4 Align holes in fabric (A) with holes in frame (J & K)

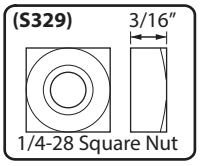
NOTE: Align holes in fabric **(A)** with bolts **(S328)**.

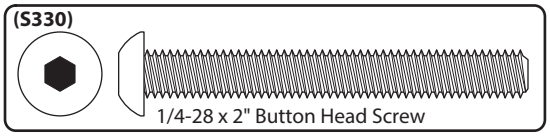


5 Loosely install legs (D)

NOTE: Align holes in fabric **(A)** with frame holes **(J)**.

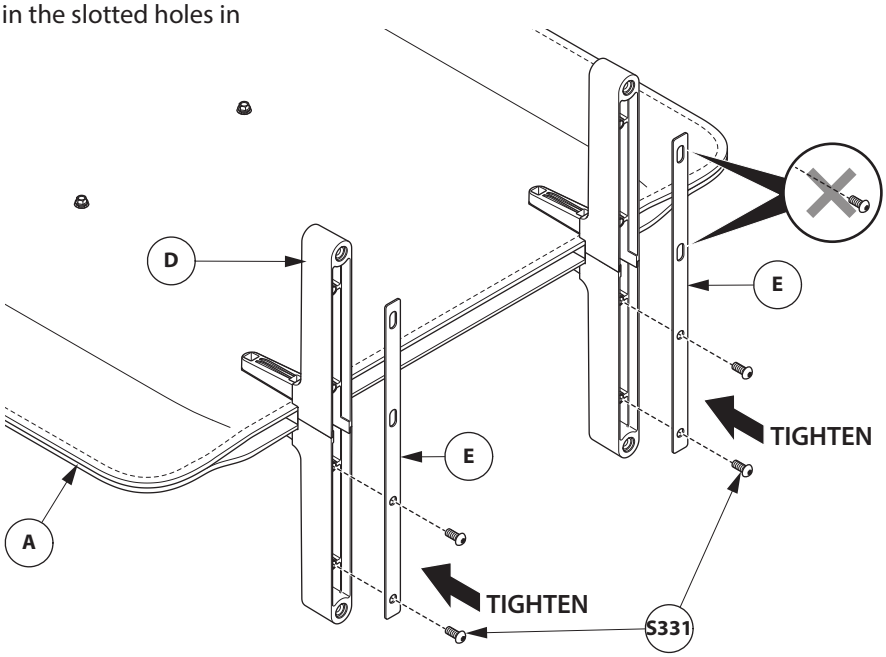




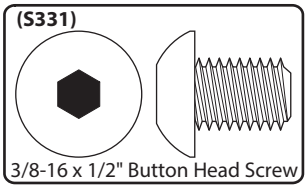


6 Install metal straps (E)

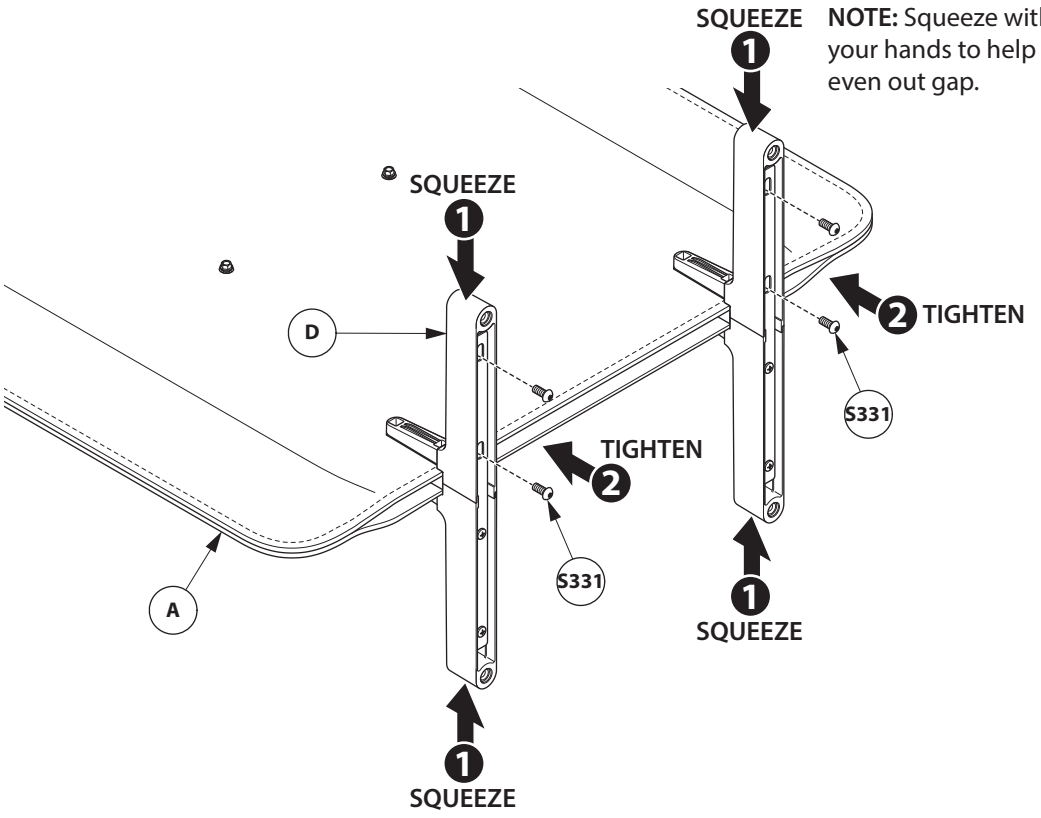
NOTE: Install metal straps **(E)** with only 2 screws **(S331)**. **DO NOT** install screws in the slotted holes in this step.

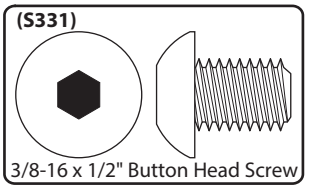


NOTE: DO NOT install screws in the slotted holes in this step.



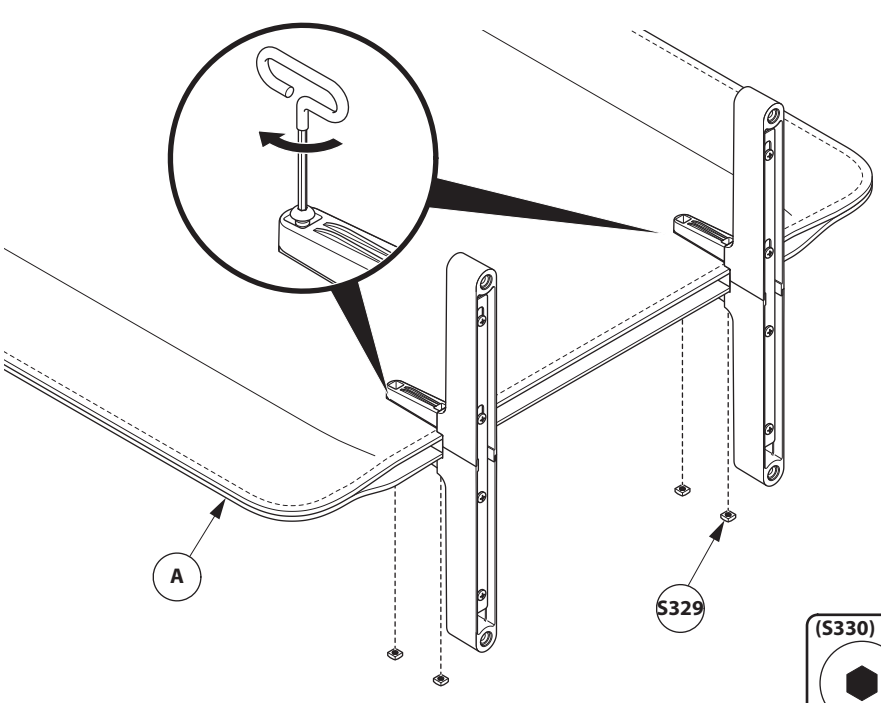
7 Squeeze support legs (D) together and install screws (S331)

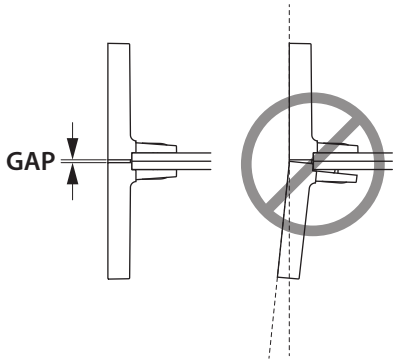


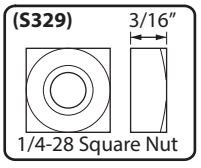


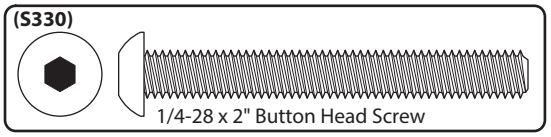
8 Tighten all screws (S330) and nuts (S329)

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

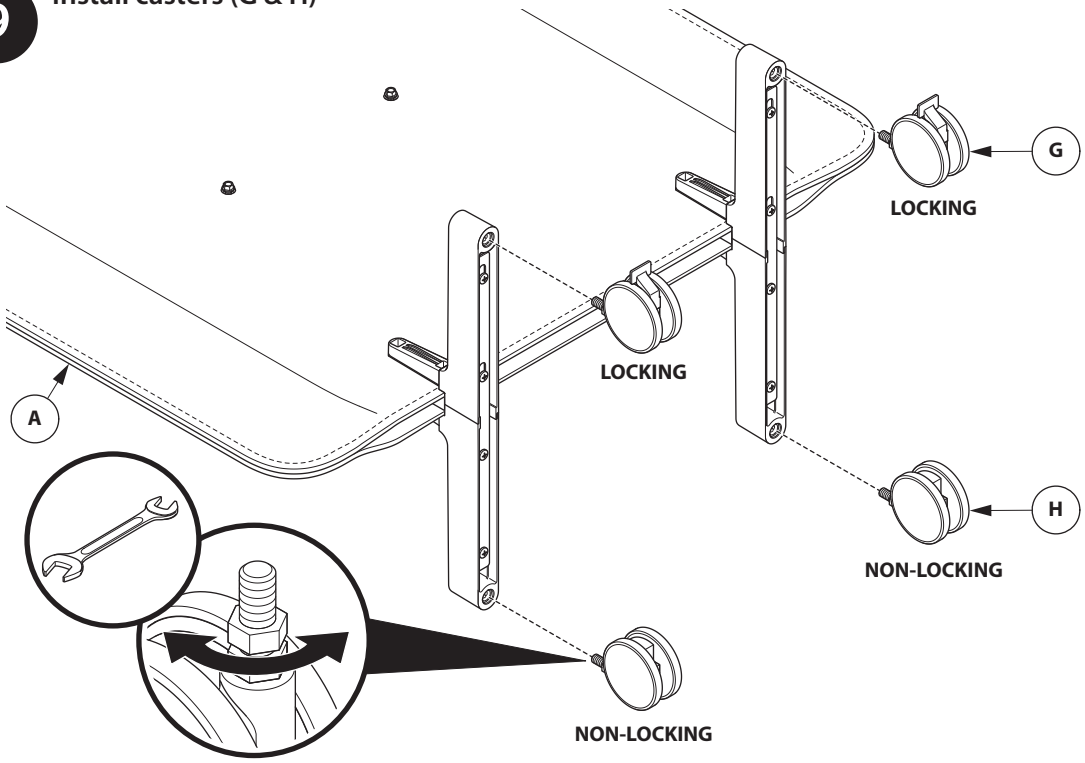




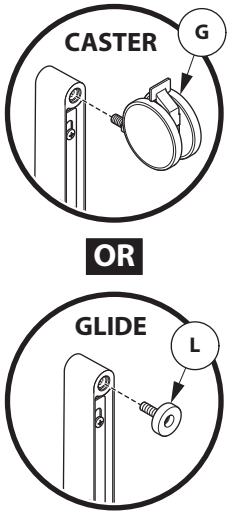




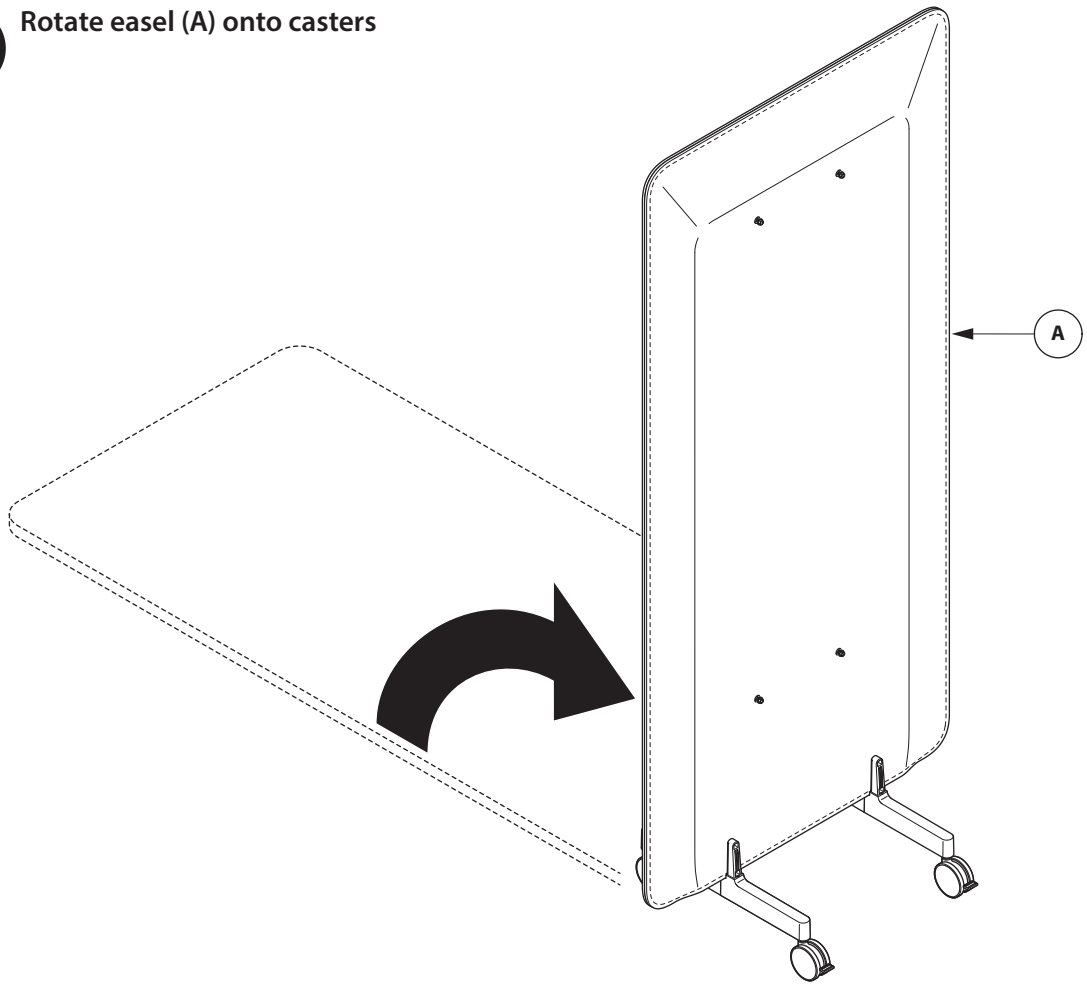
9 Install casters (G & H)



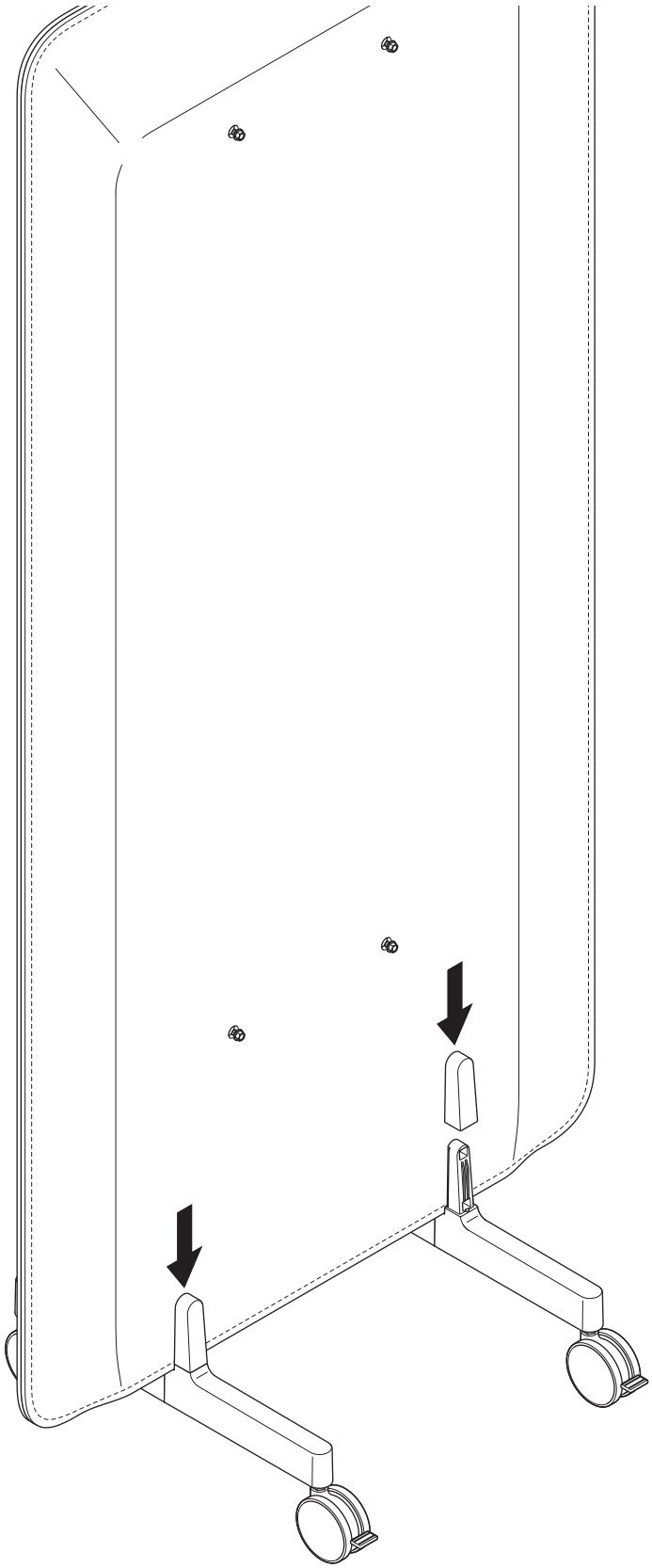
NOTE: Locking Caster (**G**) always on accessory side.



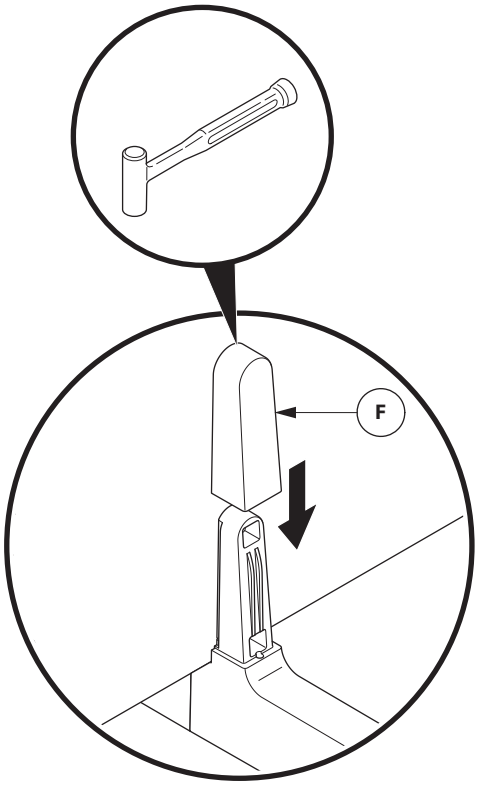
10 Rotate easel (A) onto casters



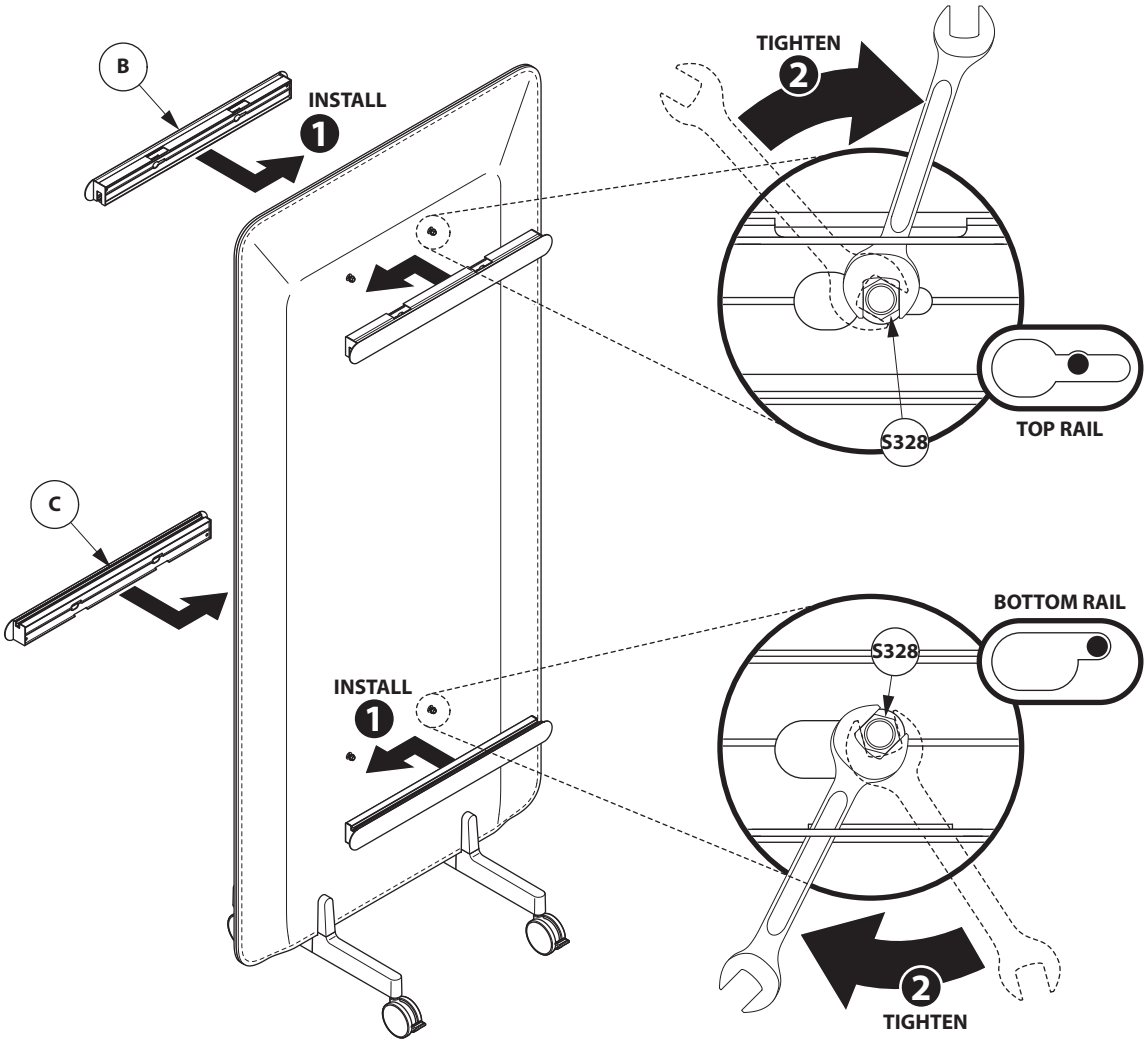
11 Install all 4 covers (F)

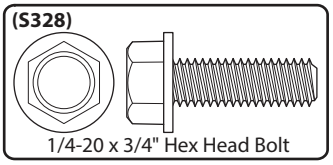


NOTE: If needed tap with a plastic hammer only.



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





12 Install markerboard (M)

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

