

Assembly Instructions ■

Instruct® Classroom Furniture

All Terrain® Mobile Instructor's Desk

May 2024

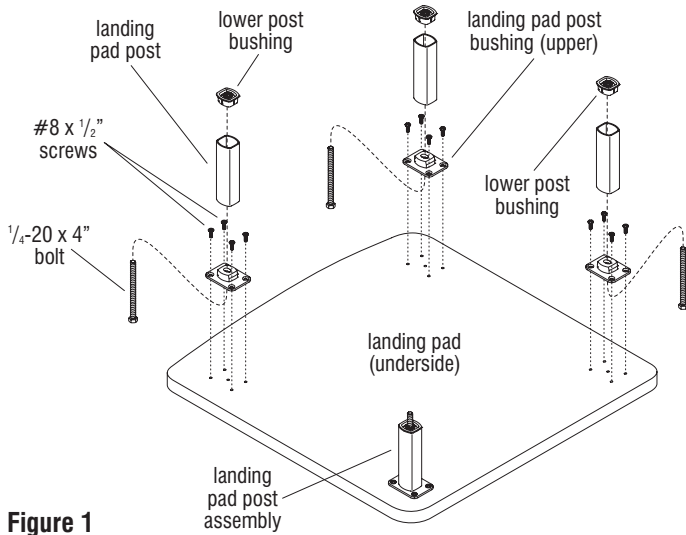


Figure 1

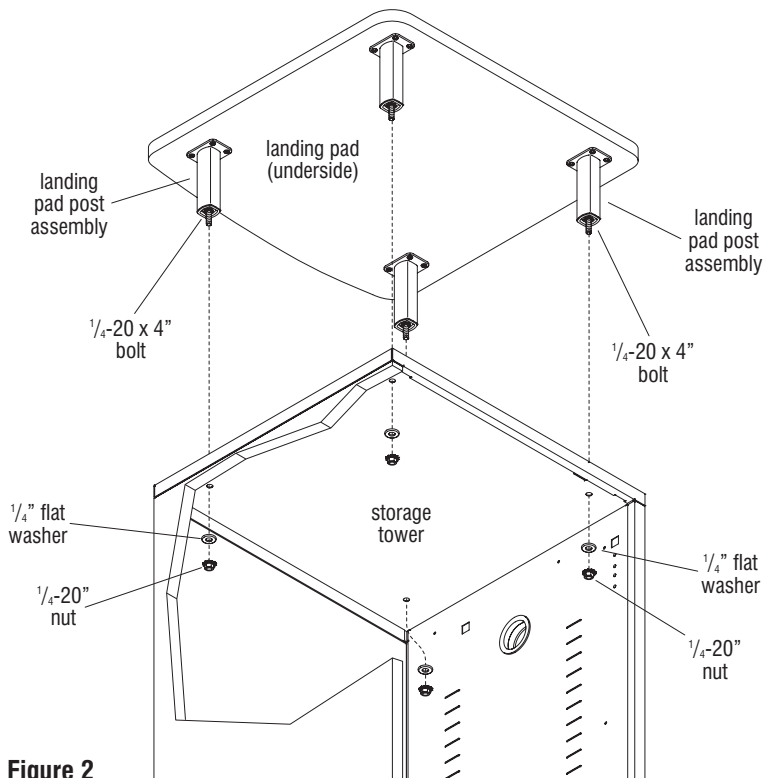


Figure 2

Landing Pad Assembly

Important: Two landing pad options are available for the storage tower, "flat" and "sloped", so your configuration may vary.

1. Determine the style of landing pad to be installed by locating and examining the landing pad hardware pack. The hardware pack for "flat" landing pad installation will include four of the same size landing pad posts (Figures 1 & 2). The hardware pack for the sloped landing pad installation will include two longer, and two shorter landing pad posts (Figures 3 & 4). Refer to the correct instructions on either this, or the following page.

Flat Landing Pad Assembly

1. Carefully place the flat landing pad upside down on a soft, protective surface. Open the hardware pack and familiarize yourself with all parts and hardware (Figure 1).

Note: If your hardware pack includes two longer, and two shorter landing pad posts, your landing pad assembly is sloped, so go to the appropriate instructions on the next page. If your landing pad posts are all the same size, continue with step 2 below.

2. Insert four 1/4-20 x 4" bolts into the four upper landing pad post bushings as illustrated, then secure each upper landing pad post bushing with bolt to the landing pad underside using four #8 x 1/2" screws as illustrated (Figure 1).
3. Place a lower post bushing onto each landing pad post and press each of four post with lower bushing assembly onto each of four installed upper landing pad bushings with bolts as illustrated (Figure 1).
4. Carefully rotate the landing pad with post, bushing and bolt assemblies onto the top of the storage tower, such that the bolts insert down through the four mounting holes in the top of the storage tower (Figure 2).
5. From inside the tower, locate the 1/4-20 bolts inserted through the top, place a 1/4" washer and 1/4-20 nut onto each bolt. Tighten the nuts to secure the landing pad to the storage tower top (Figure 2).



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.



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Sloped Landing Pad Assembly

1. Carefully place the sloped landing pad upside down on a soft, protective surface. Open the hardware pack and familiarize yourself with all parts and hardware. Take special note of the two different sized landing pad posts and the two different sized attachment bolts (Figure 3).

Note: The shorter landing pad posts and bolts are to be installed to the front, user side of the storage tower. The user side has the document ledge attached to it.

2. Orient the user side of the landing pad to be over the edge of a table (or the storage tower top) for ease of installation, then align the mounting holes of the document ledge with the pre-drilled mounting holes on the underside of the landing pad. Secure the ledge to the front, user side of the pad using three #8 x 1/2" truss head screws (Figure 3).

3. Insert two 1/4-20 x 4" bolts and two 1/4-20 x 1 1/2" bolts into the four upper landing pad bushings as illustrated (Figure 3).

4. Secure the upper bushings with the shorter 1 1/2" long bolts to the underside of the landing pad near the document ledge using four #8 x 1/2" screws each. Then secure the two upper bushings having the 4" long bolts to the underside of the landing pad using four #8 x 1/2" screws each (Figure 3).

Note: The top of all four landing pad posts are angled to correspond with the slope of the landing pad when installed on the storage tower.

5. Place the lower post bushings down onto the flat, bottom sides of the landing pad posts (two

tall and two short) as illustrated. Position the shorter landing pad post/bushings to the installed upper bushings closest to the installed document ledge. Take care to orient the angled edge of the posts correctly to match the slope of the landing pad underside (Figure 3).

6. Repeat the above procedure with the longer landing pad posts, positioning them to the rear upper bushings at the 4" bolt locations, correctly matching the slope angle (Figure 3).

7. Orient the landing pad to be right-side up and with the document ledge to the user side of the storage tower as illustrated. Carefully position the landing pad post assemblies with installed bushings, posts & bolts such that the four bolts insert down through the four mounting holes in the top of the tower (Figure 4).

8. From inside the tower, locate the 1/4-20 bolts inserted through the top and place a 1/4" washer and a 1/4-20 nut onto each bolt. Tighten nuts to secure the landing pad to the tower top (Figure 4).

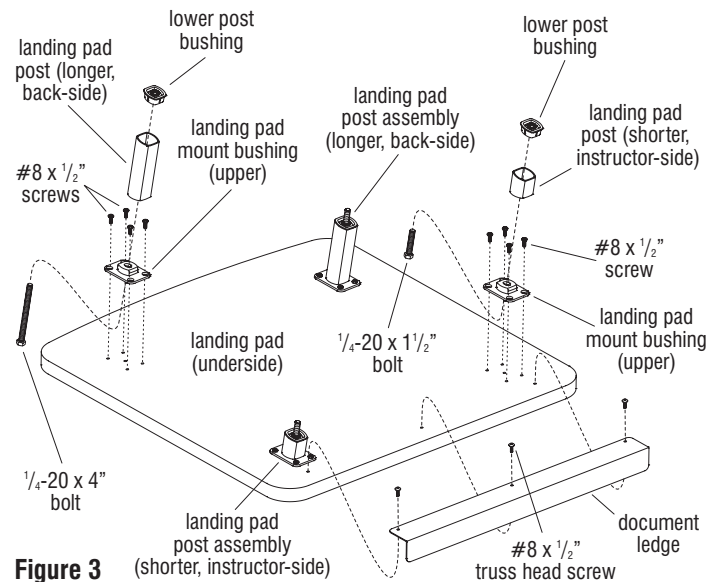


Figure 3

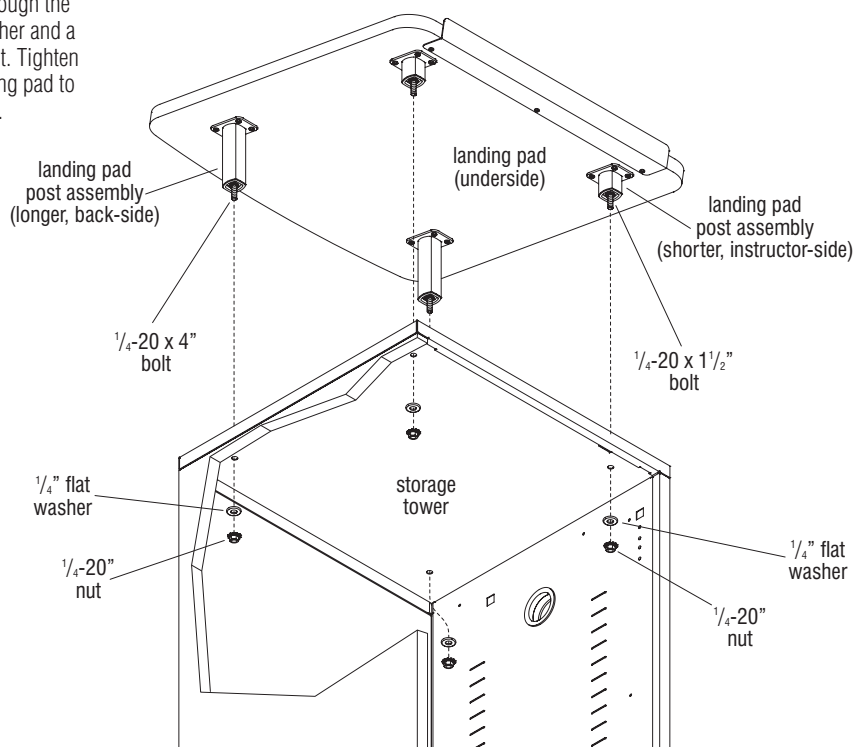


Figure 4



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Caster Installation

1. Locate the caster/hardware packet that is shipped inside the storage tower. Secure or remove any loose components inside the tower.
2. Carefully turn storage tower on it's back-side on a soft, protective surface. The tower may need to be turned to different sides for

part of the next assembly process. Position the outriggers as illustrated, with the "P" marking face-up, over the appropriate mounting holes at the underside of the tower. Secure each outrigger to the underside of the tower with four 1/4"-20 x 5/8" hex washer bolts (Figure 5).

3. Thread the casters into the outriggers. Locking casters must be positioned to the front, instructor-side of the storage tower. Tighten the jamb-nut of the caster to the outrigger with a wrench (Figure 5).
4. Carefully raise the storage tower to it's upright position on the casters.

Workspace Installation

1. Gently lay the worksurface upside down on a soft, protective surface. Position the mobile table leg, as illustrated, over the pre-drilled holes in the worksurface and secure using eight #14 x $\frac{7}{8}$ " black screws. Thread the casters into the mobile table legs and tighten the jamb-nut of the caster to the leg with a wrench (Figure 6).
2. Orient the modesty beam over the worksurface as it will mount to the worksurface. Snap spacers into modesty beam holes so that the spacers are in between the modesty beam and worksurface. Place the modesty beam onto the worksurface over the pre-drilled holes making sure spacers are lined up. Secure the horizontal mounting flange to the underside of the worksurface with two #14 x $\frac{7}{8}$ " screws. Next, align the mounting holes in the vertical mounting flange of the modesty beam to the vertical tube of the table leg. Using a screw driver and #2 Phillips bit, secure modesty beam to table leg using two #10-16 x $\frac{1}{2}$ " screws (Figure 6).

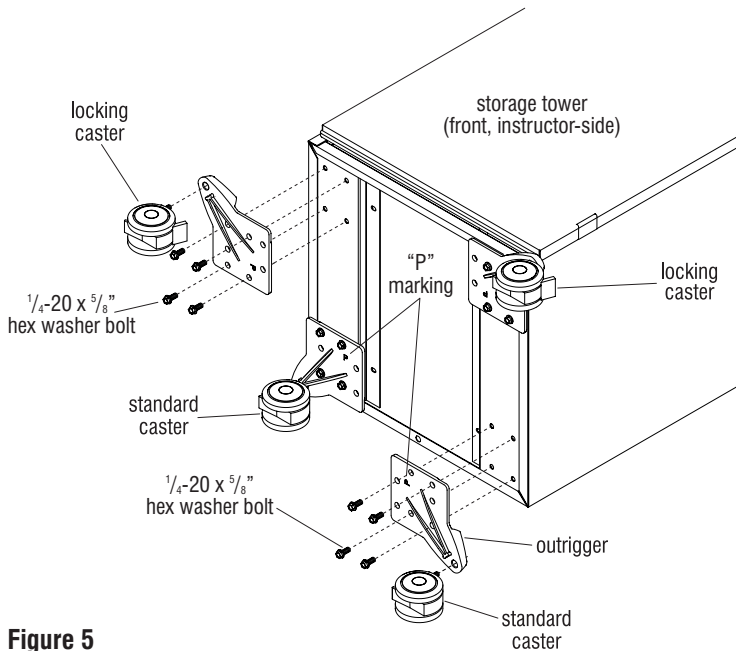


Figure 5

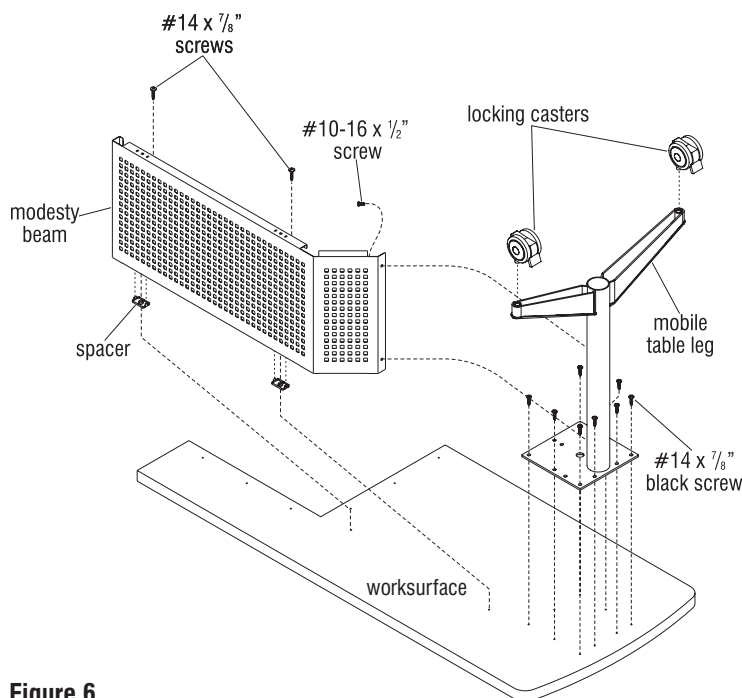


Figure 6

Instruct® Classroom Furniture - All Terrain® Mobile Instructor's Desk

Assembly Instructions



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Worksurface Installation (cont.)

- Position one table support bracket over the pre-drilled holes in the side of the storage tower and secure using three $\frac{1}{4}$ -20 x $\frac{5}{8}$ " hex washer bolts as illustrated. Repeat procedure for second table support bracket at the adjacent side to the first (Figure 7).
- Carefully turn table assembly to the upright position and rest the table onto the table support brackets installed to storage tower. Align pre-drilled mounting holes at underside of table with holes in both table support brackets and secure brackets to table using three #14 x $\frac{7}{8}$ " black screws per bracket. Next using two #10 x $\frac{1}{2}$ " screws, attach modesty panel vertical flange to side of the tower through pre-drilled holes (Figure 7).

Flush-Mount Pull Installation

- Locate the pull/hardware packet that is shipped inside the storage tower.
- Using two 4mm x 10mm screws, fasten the pull to the door as illustrated (Figure 7).
- Finish the inside of the door with two black plastic screw caps (Figure 7).

Note: If installing a pull on a laminate door, use two 4mm x 25mm screws per pull. Black caps are not required.

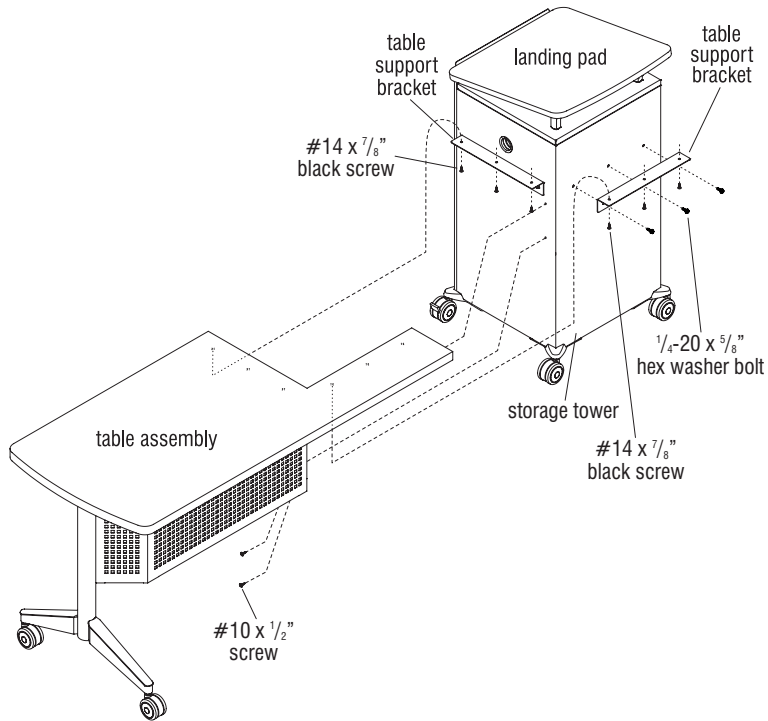


Figure 7

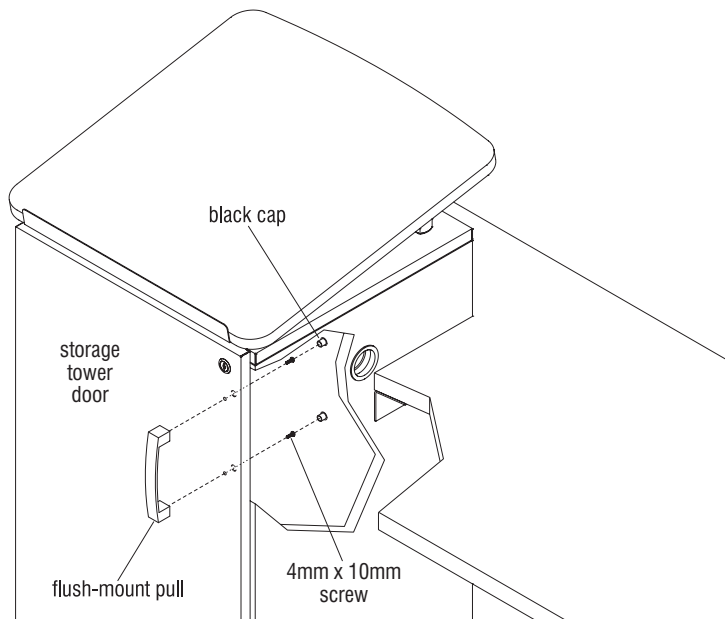


Figure 8



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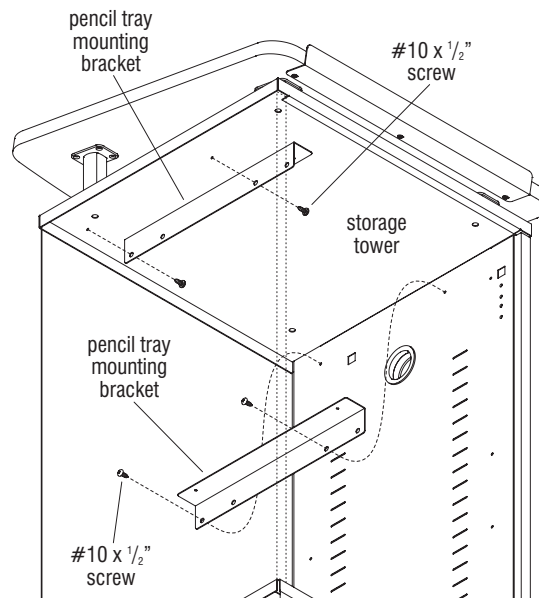


Figure 9

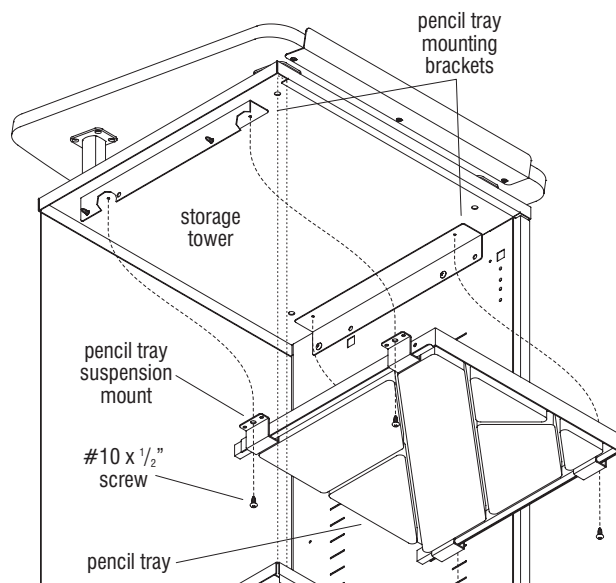


Figure 10

Pencil Tray Installation

Note: The pencil tray is standard on specific models and an optional accessory on other models, and must be ordered separately. Your configuration may vary.

1. Open the storage tower door to gain access to the inside of the tower.
2. Secure each pencil tray mounting bracket with the upper mounting holes inside the storage tower using two #10 x 1/2" screws. Take care to not over tighten (Figure 9).
3. Position the pencil tray inside the storage tower between the two pencil tray mounting brackets. Align each pencil tray suspension mount hole with the mounting bracket holes and secure using four #10 x 1/2" screws (Figure 10).



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Adjustable Shelf Assembly

1. Remove the shipping tape securing the shelf and brackets during shipment.
2. Hook the shelf brackets into the slots at the inside of the storage tower as illustrated. Make sure the brackets are at the same height on both sides (Figure 11).
3. Install the shelf by setting it onto the brackets. Make sure the shelf is pushed all the way back into the storage tower (Figure 11).

Door Hinge Adjustment

1. For overlay adjustment, turn eccentric screw (A). The overlay can be reduced a maximum of -2 mm (Figure 12).
2. For Height adjustment (+/- 2 mm) first unscrew fixing screw (B). Detach center stop (C) with screwdriver, adjust the height of the door and tighten fixing screws (B) (Figure 12).

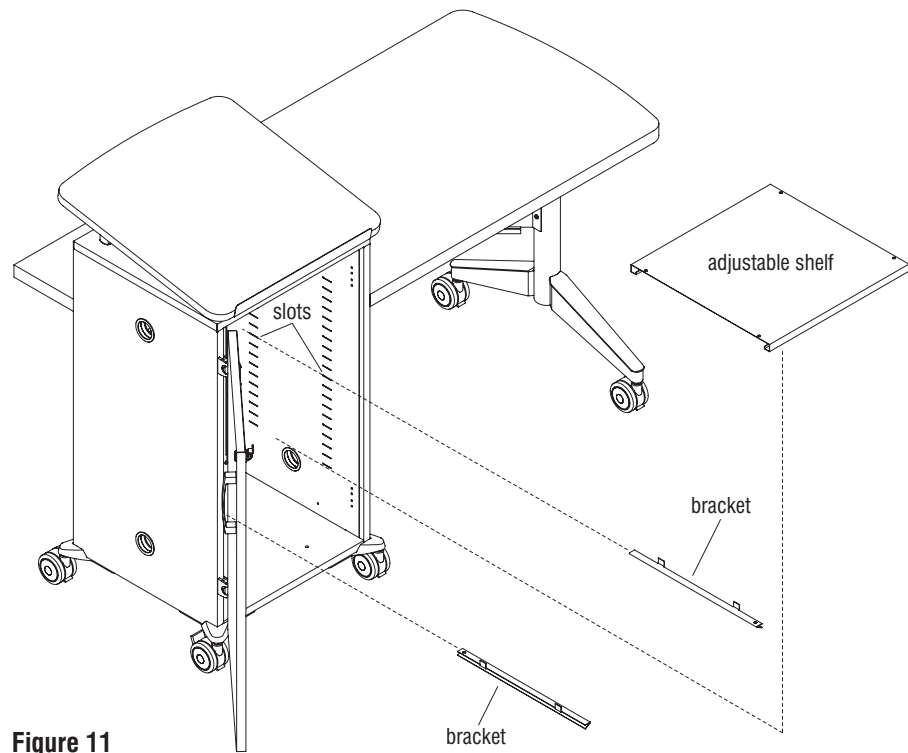


Figure 11

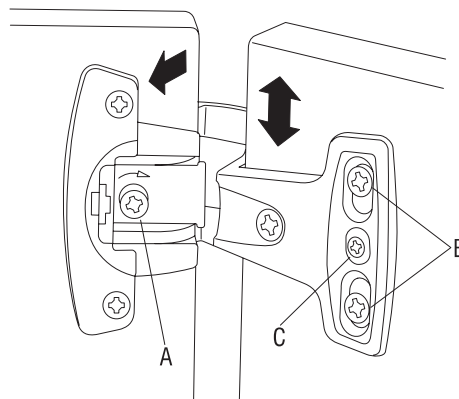


Figure 12

■ **Instruct® Classroom Furniture - All Terrain® Mobile Instructor's Desk**
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