

Assembly Instructions ■

Universal Screens

Fixed-Height & Adjustable-Height

December 2024

Polyester Felt Screen Model/Mechanism Chart

Screen Models (USPF & USPFF)	Mechanism 1	Mechanism 2	Mechanism 3
USPF2324	Yellow	Yellow	N/A
USPF2924	Yellow	Yellow	N/A
USPF3524	Yellow	Green	N/A
USPF4624	Green	Green	N/A
USPF5224	Green	Yellow	Green
USPF5824	Green	Yellow	Green
USPF6424	Green	Green	Green
USPF7024	Green	Green	Green
USPF8224	Green	Pink	Yellow
USPF2331	Yellow	Yellow	N/A
USPF2931	Yellow	Green	N/A
USPF3531	Green	Green	N/A
USPF4631	Yellow	Pink	N/A
USPF5231	Green	Green	Green
USPF5831	Yellow	Pink	Yellow
USPF6431	Green	Pink	Yellow
USPF7031	Green	Green	Pink
USPF8231	Pink	Green	Pink

Upholstered Screen Model/Mechanism Chart

Screen Models (USFA & USFAF)	Mechanism 1	Mechanism 2	Mechanism 3
USFA2324	Green	Green	N/A
USFA2924	Pink	Green	N/A
USFA3524	Blue	Yellow	N/A
USFA4624	Blue	Pink	N/A
USFA5224	Pink	Pink	Pink
USFA5824	Green	Purple	Green
USFA6424	Blue	Yellow	Blue
USFA7024	Blue	Green	Blue
USFA8224	Blue	Blue	Blue
USFA2331	Pink	Green	N/A
USFA2931	Pink	Pink	N/A
USFA3531	Blue	Pink	N/A
USFA4631	Blue	Blue	N/A
USFA5231	Blue	Green	Blue
USFA5831	Blue	Pink	Blue
USFA6431	Blue	Blue	Blue
USFA7031	Purple	Green	Purple
USFA8231	Purple	Blue	Purple

Important: This instruction consists of two separate instructions, one explaining how to assemble Universal Height-Adjustable Screens and the other explaining how to assemble Universal Fixed-Height Screens. If Universal Height-Adjustable Screens are to be installed, reference the instructions on pages 1 through 3. If Universal Fixed-Height Screens are to be installed, skip pages 1 through 3 and proceed to the instructions on page 4.

Universal Height-Adjustable Screens Installation

Note: If tables do not have pre-drilled holes under the tabletops for installing screens, retrofitting will be required. See page 6, "Retrofit Drilling Guidelines."

1. Carefully remove contents from shipping cartons and identify parts and hardware supplied.

Note: The Universal adjustable-height screen may be installed on Pirouette, WorkUp, Toggle Table models, and Passel adjustable-height table models. Certain table models allow screens to be mounted on the side of the table as a divider screen. The assembly process is the same for divider screens and privacy screens. The following instructions show the installation of a privacy screen to a 24 x 48" Pirouette Fixed-Base Rectangular Table, your configuration may vary.

Important: Five different adjustable mechanisms are designed to install for different screen widths/weights. Each of the five mechanisms is weight-balanced differently and is color coded with a different blue, green, pink, purple or yellow round sticker applied under the mounting bracket. It is important to reference the Screen Model/Mechanism Charts on this page and use the correct mechanisms per the screen model being installed. If screens are installed with the incorrect adjustable mechanisms, screens will not be counter balanced properly and disassembly and correct reassembly will be required (Detail A).

2. Locate an adjustable mechanism per the screen model being installed and position the mounting bracket to align with the pre-drilled holes on the underside of the tabletop. Secure mechanism to the underside of the tabletop using four #12 x 3/4" screws (Figure 1).

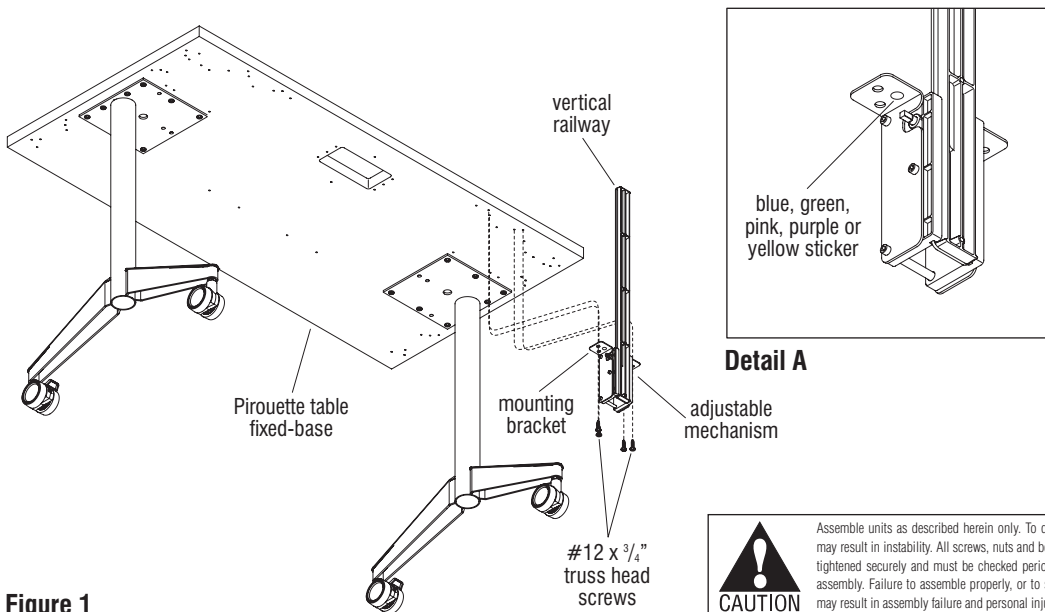


Figure 1

CAUTION 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.

■ Universal Height-Adjustable Screens

Assembly Instructions



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.

Universal Adjustable-Height Screens Installation (cont.)

3. Insert a square holed sleeve onto the adjustable mechanism rod, then place the longer connecting rod onto the square holed sleeve just installed (Detail B). Finally, insert a second square holed sleeve onto the opposite end of the connecting rod (Figure 2).
4. Locate another adjustable mechanism and press the mounting bracket up to the underside of the worksurface, then slide it over and insert the adjustable mechanism rod into the square holed sleeve/long connecting rod installed in step 3, synchronizing the two mechanisms together. Secure the mounting bracket of the second mechanism to the underside of the tabletop using four #12 x $\frac{3}{4}$ " screws (Figure 3).
5. Screens installed to tables 60" or greater have three adjustable mechanisms per assembly. If assembly contains a third mechanism repeat steps 3 through 4.

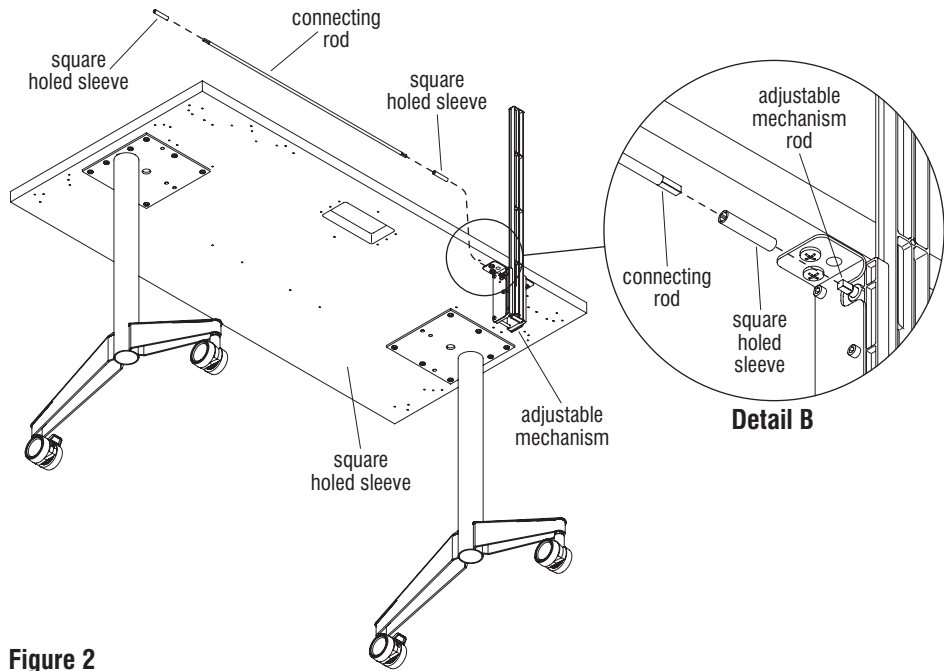


Figure 2

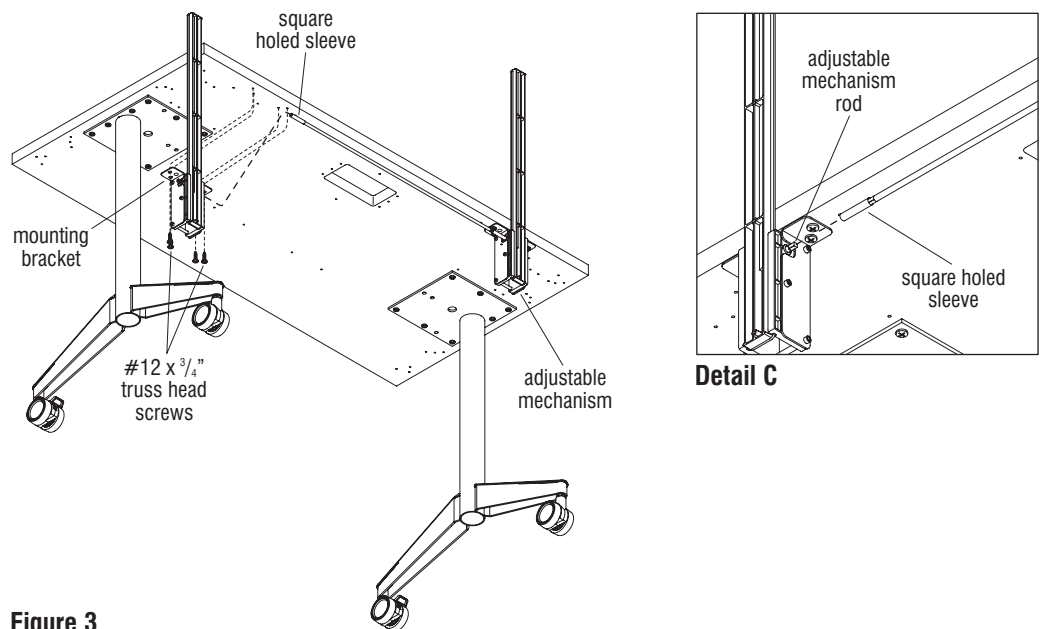


Figure 3



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.

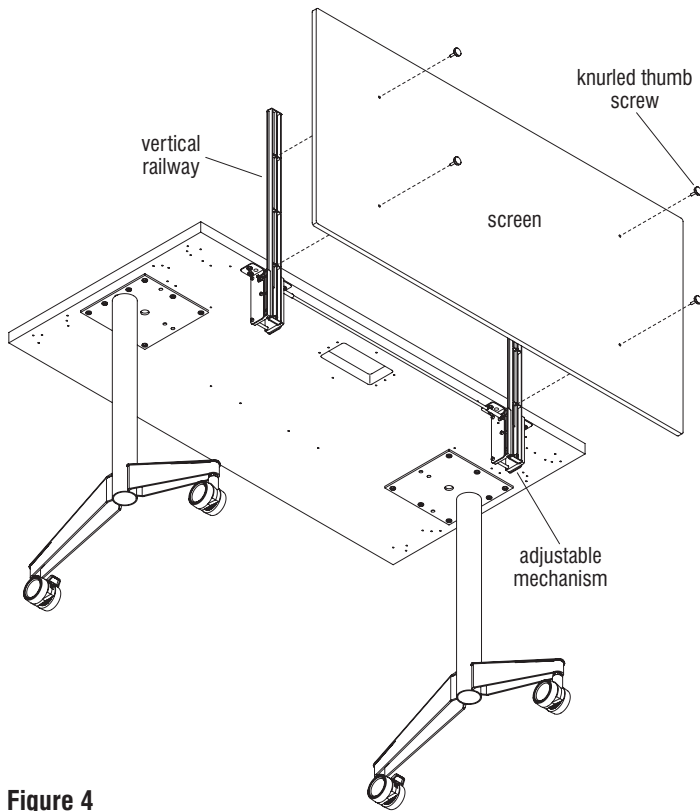


Figure 4

6. Once all adjustable mechanisms are installed, position the screen onto the backs of the vertical rails and align mounting holes. Secure screen to the rails using two knurled thumb screws per mechanism (Figure 4).

■ Universal Fixed-Height Screens

Assembly Instructions



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.

Universal Fixed-Height Screens Installation

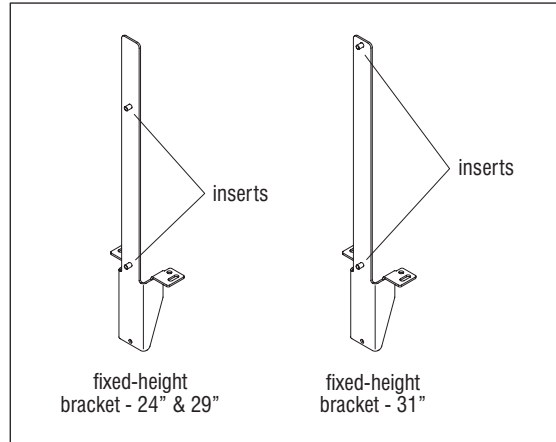
Note: If tables do not have pre-drilled holes under the tabletops for installing screens, retrofitting will be required. See page 6, "Retrofit Drilling Guidelines."

1. Carefully remove contents from shipping cartons and identify parts and hardware supplied.

Note: The Universal Fixed-Height Screen may be installed on Pirouette, WorkUp, Toggle table models, and Passel adjustable-height table models. Certain table models allow screens to be mounted on the side of the table as a divider screen. The assembly process is the same for divider screens and privacy screens. The following instructions show the installation of a privacy screen to a 24 x 48" Pirouette Fixed-Base Rectangular Table, your configuration may vary.

Important: Two different fixed-height brackets are designed to install for different screen heights as illustrated in Detail A. Brackets with inserts closer together are used for installing screens 24 and 29" high, while brackets with inserts that are farther apart are used for installing screens 31" high. Correct brackets must be used for the inserts in the brackets to align with the mounting holes in the screens (Detail A).

2. Locate a fixed-height bracket per the screen model being installed and position the mounting tabs to align with the pre-drilled holes on the underside of the tabletop. Secure the bracket to the underside of the tabletop using four #12 x 3/4" screws. Screens installed to tables 60" or greater have three fixed-height brackets per assembly. Repeat this process to secure the remaining brackets to the underside of the table (Figure 1).



Detail A

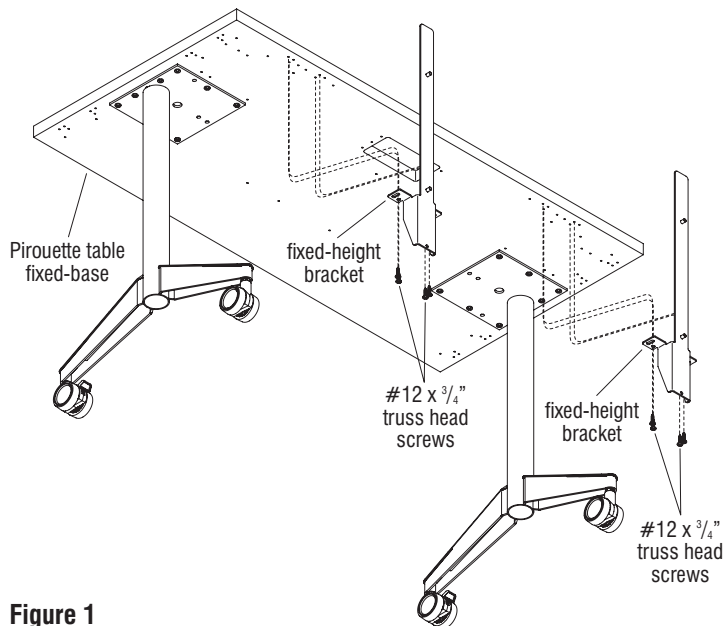


Figure 1



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.

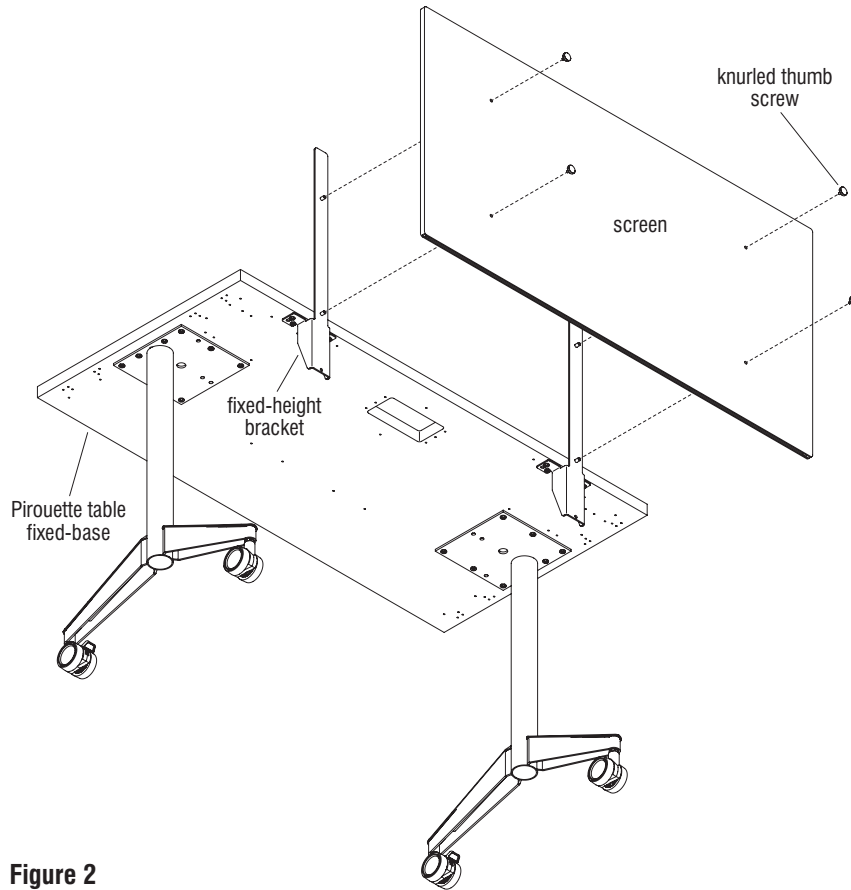


Figure 2

3. Once all fixed-height brackets are installed, align the mounting holes of the screen to the corresponding inserts on the back of the brackets. Press the screen against the backs of the rails. Secure the screen to the rails using two knurled thumb screws per bracket (Figure 2).

■ Universal Screens - Retrofit Drilling Guidelines

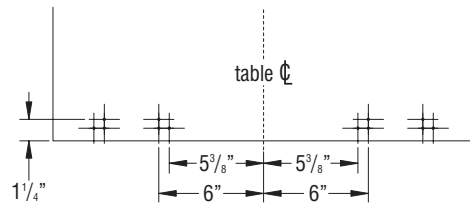
Assembly Instructions

Universal Screens - Retrofit Drilling Guidelines

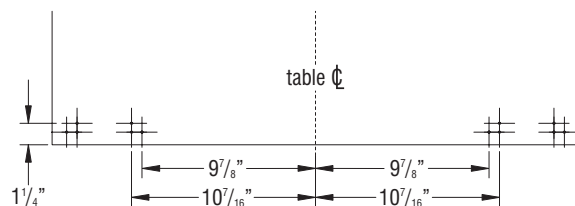
Note: If tables do not have pre-drilled holes under the tabletops for installing screens, retrofitting will be required.

1. Take note of correct retrofit drilling guideline illustrations for mounting adjustable mechanisms or fixed-height brackets to tabletops. Depending on the table unit ordered, the length of the tabletop determines the appropriate size of the Universal Screen. Reference the "Universal Screen Selection Chart" to determine appropriate retrofit drilling guidelines.
2. Position the adjustable mechanism or fixed-height bracket under the tabletop surface at the designated location. Using the mechanism or bracket as a drilling template, mark the mounting hole locations, making sure the mechanism or bracket is parallel to the edge of the tabletop. Then use an $\frac{1}{8}$ " drill to bore pilot holes $\frac{1}{2}$ " deep at each marked location.

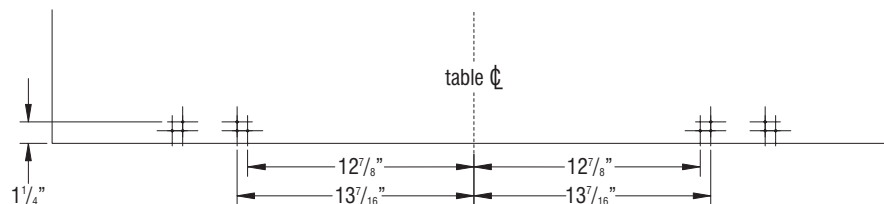
Note: Adjustable-height screen models (USPF and USFA) are available with 24" and 31" high screens, while fixed-height models (USPFF and USFAF) are available with 24" and 31" high privacy screens and 29" high privacy screen with modesty panel.



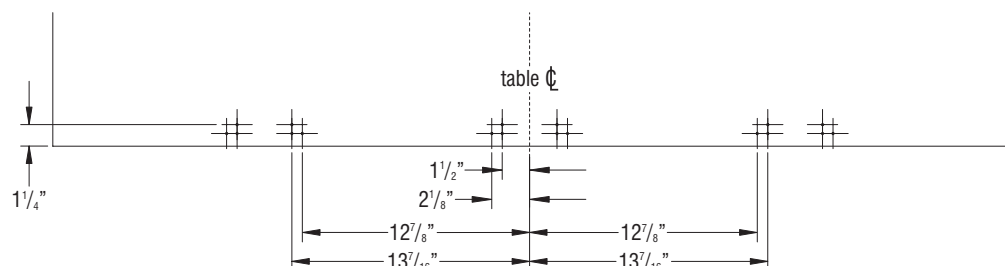
Drilling Guidelines for Screen Model - 23" Wide



Drilling Guidelines for Screen Models - 29" & 35" Wide



Drilling Guidelines for Screen Model - 46" Wide



Drilling Guidelines for Screen Model - 52" Wide

Table Length(s)	Screen Models (USFAXXXX, USFAXXXXF, USPFXXXX & USPFXXXXF)
N/A	2324, 2329, 2331
30"	2924, 2929, 2931
36" & 42"	3524, 3529, 3531
48"	4624, 4629, 4631
54"	5224, 5229, 5231
60"	5824, 5829, 5831
66"	6424, 6429, 6431
70"	7024, 7029, 7031
84"*	8224, 8229, 8231

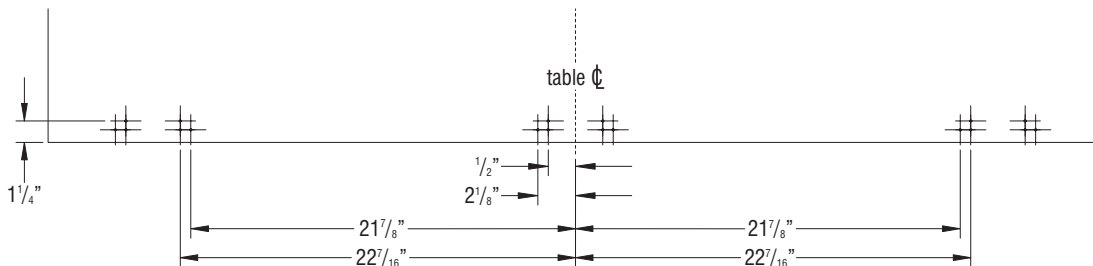
*Designed for Toggle Square Shoe Tables with a 84" side.

Universal Screen Selection Chart

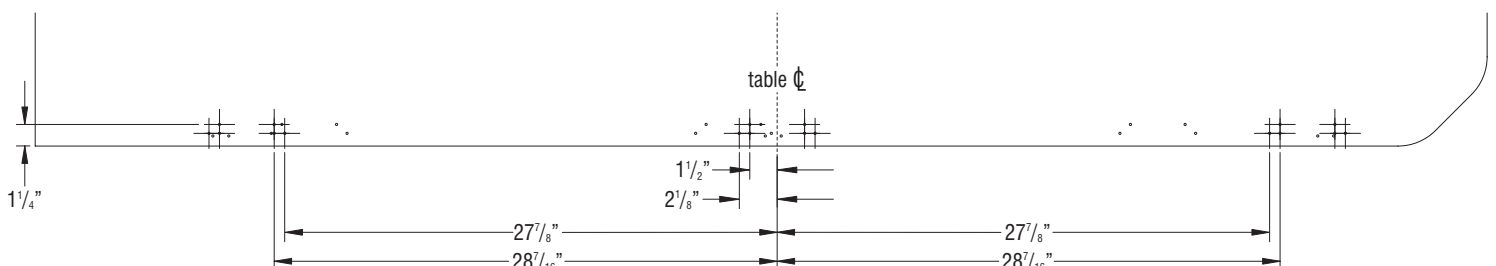
Table Length(s)	Screen Models (USFAXXXX, USFAXXXXF, USPFXXXX & USPFXXXXF)
N/A	2324, 2329, 2331
30"	2924, 2929, 2931
36" & 42"	3524, 3529, 3531
48"	4624, 4629, 4631
54"	5224, 5229, 5231
60"	5824, 5829, 5831
66"	6424, 6429, 6431
70"	7024, 7029, 7031
84"*	8224, 8229, 8231

*Designed for Toggle Square Shoe
Tables with a 84" side.

Universal Screen Selection Chart



Drilling Guidelines for Screen Models - 58", 64" & 70" Wide



Drilling Guidelines for Screen Model - 84" Wide

Universal Screens - Retrofit Drilling Guidelines

Note: If tables do not have pre-drilled holes under the tabletops for installing screens, retrofitting will be required.

1. Take note of correct retrofit drilling guideline illustrations for mounting adjustable mechanisms or fixed-height brackets to tabletops. Depending on the table unit ordered, the length of the tabletop determines the appropriate size of the Universal Screen. Reference the "Universal Screen Selection Chart" to determine appropriate retrofit drilling guidelines.
2. Position the adjustable mechanism or fixed-height bracket under the tabletop surface at the designated location. Using the mechanism or bracket as a drilling template, mark the mounting hole locations, making sure the mechanism or bracket is parallel to the edge of the tabletop. Then use an $\frac{1}{8}$ " drill to bore pilot holes $\frac{1}{2}$ " deep at each marked location.

Note: Adjustable-height screen models (USPF and USFA) are available with 24" and 31" high screens, while fixed-height models (USPFF and USFAF) are available with 24" and 31" high privacy screens and 29" high privacy screen with modesty panel.

