

Assembly Instructions ■

Tributaire™ Collection

Monitor Stands, Storage Screens & Credenzas

February 2025



Tributaire Monitor Stands, Storage Screens & Credenzas

| | |
|--|----|
| Tributaire Monitor Stands, Storage Screens & Credenzas Overview..... | 3 |
| Caster Installation | 3 |
| Telescopic Glide Installation..... | 3 |
| Storage Cabinet Identification & Overview | 4 |
| Leg Assembly Installation | 4 |
| Perforated Steel Panel Installation | 5 |
| Support Frame Assembly | 5 |
| Support Frame Installation | 6 |
| Screen Frame Assembly..... | 7 |
| Screen Frame Installation..... | 8 |
| Monitor Mounting Guidelines | 9 |
| Second Screen Frame Installation | 10 |
| Second Monitor Mounting Guidelines | 11 |

Storage Cabinet Assembly

| | |
|---|----|
| Storage Cabinet Assembly Overview..... | 12 |
| Adjustable Shelf Installation..... | 12 |
| Node Grommet Installation (optional) | 13 |
| Lock Installation (optional) | 14 |
| Ganger Overview (optional)..... | 15 |
| Peg Installation | 15 |
| Hook Installation..... | 15 |
| Ganging Monitor Stand, Storage Screen, or Credenza to | |
| Post-Leg Table..... | 16 |
| Quad-Tap Power Module Installation (optional) | 17 |

Connections to Power Source

| | |
|--|----|
| Connections to Power Source - Power Modules with 3-Prong Plug | 18 |
|--|----|

SAVE THESE INSTRUCTIONS

IMPORTANT SAFETY INSTRUCTIONS

- When using an electrical furnishing, basic precautions should always be followed, including the following:
- Read all instructions before using (this furnishing).
- DANGER:** To reduce the risk of electric shock:
1. Always unplug this furnishing from the outlet before cleaning or servicing.
- WARNING:** To reduce the risk of burns, fire, electric shock, or injury to persons:
1. Unplug from outlet before putting on or taking parts off parts.
 2. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
 3. Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
 4. Do not use outdoors.
 5. **WARNING:** Risk of Electric Shock - Connect this furnishing to a properly grounded outlet only. See Grounding Instructions.
 6. **WARNING:** Risk of Electric Shock, Fire, and Injury - Review instructions to confirm all critical components are installed and function safely.

Power Modules with 3-Prong Plug

- Electrical Rating:** 120V 15 A
- WARNING:** Risk of Injury - Maximum Load 4.7 lb per inch width.



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.

Tributaire Monitor Stands, Storage Screens & Credenzas Overview

Note: Tributaire monitor stands, storage screens and credenzas have a similar assembly process. The figures throughout the instructions illustrate a Tributaire monitor stand being assembled, however the instructions will apply to storage screens and credenzas as well. The instructions will inform the installer once a storage screen or credenza unit is complete and guide them to the next step within the instructions.

1. Carefully remove contents from shipping packing, then identify parts and hardware supplied.

2. Carefully place the leg assemblies upside down on a soft, protective surface with the leg brackets facing each other as illustrated. Orient the legs so the leg brackets on each leg are inline to each other, then determine the front/back side of the leg pair (Figure 1).
3. If the unit being assembled is a caster leg unit, proceed to "Caster Installation" instructions on this page, otherwise proceed to "Telescopic Glide Installation" instructions on this page.

Caster Installation

Note: Casters are designed as locking, and non-locking. Each type must be installed to the same side of a leg assembly, as it compares to the other leg assembly. If casters are not installed to the proper locations, users may not be able to properly access the locks on the casters from the user side of the unit, and disassembly and reassembly will be required.

1. Locate the locking and non-locking casters. Locking casters are to be installed to the front, user side of each leg assembly, and non-locking casters are to be installed to the rear of each leg assembly. Insert the stem of one locking and one non-locking caster into the caster mounting holes at the underside of each foot. Press in casters fully until each is snug to the bottom of the foot (Figure 1).
2. Proceed to "Leg Assembly Installation" instructions on the next page.

Telescopic Glide Installation

1. Press-in fully to install the stem of two telescopic glides into the mounting holes at the underside of each foot (Figure 1).
2. Proceed to "Leg Assembly Installation" instructions on the next page.

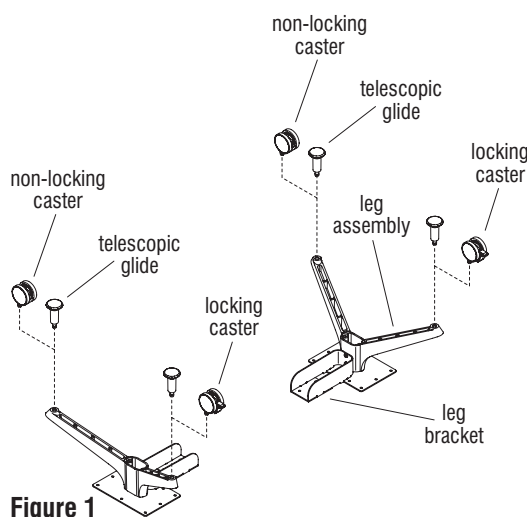


Figure 1



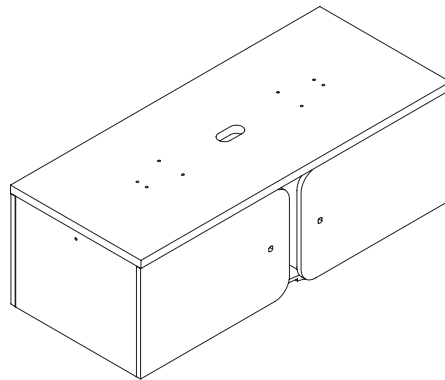
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Storage Cabinet Identification & Overview

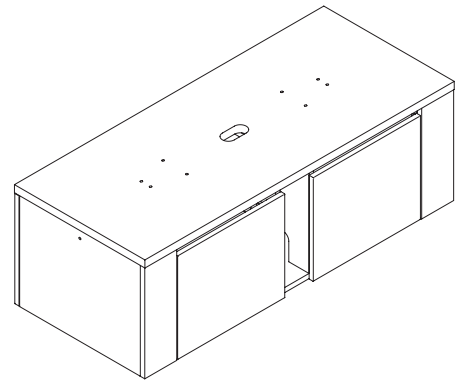
Note: Tributaire storage cabinets are available with three different possible sides, which is in part determined by if the unit contains a monitor stand, storage screen or credenza cabinet. Assess the cabinet configuration being assembled and determine which side of the cabinet is the user side which will receive the locking casters, if required.

Leg Assembly Installation

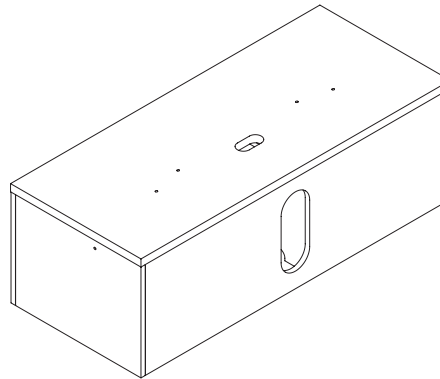
1. Carefully place the cabinet onto it's back, non-user side, on a soft protective surface (Figure 2).
2. Position each leg assembly so the foot with the locking caster (if present) is oriented up to correspond with cabinet user side for installation (Figure 2).
3. One leg assembly at a time, with locking caster oriented up as illustrated, align the mounting holes of a leg assembly's spider plate and leg bracket over the pre-drilled holes in the underside of the cabinet. Secure the spider plate and leg bracket to the underside of the cabinet using thirteen #12 x 3/4" Phillips pan head reverse serrated screws. Repeat this step to secure the second leg assembly to the underside of the cabinet (Figure 2 & Detail A).



Non-Ganging Cabinet Doors Side



Ganging Cabinet Doors Side



Cabinet Wire Pass Through Side

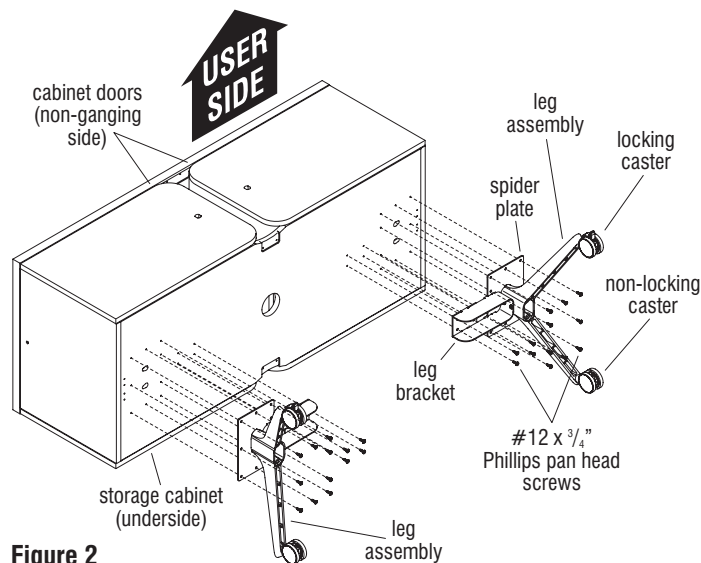
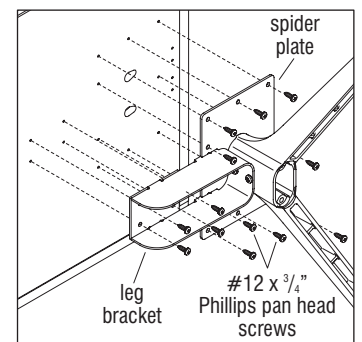


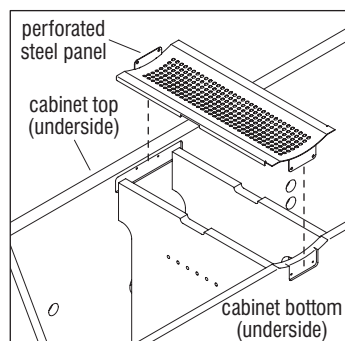
Figure 2



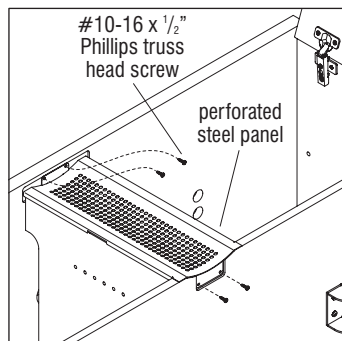
Detail A



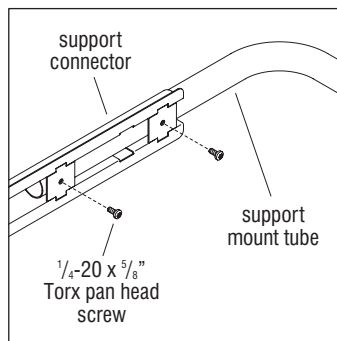
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Detail B



Detail C



Detail D

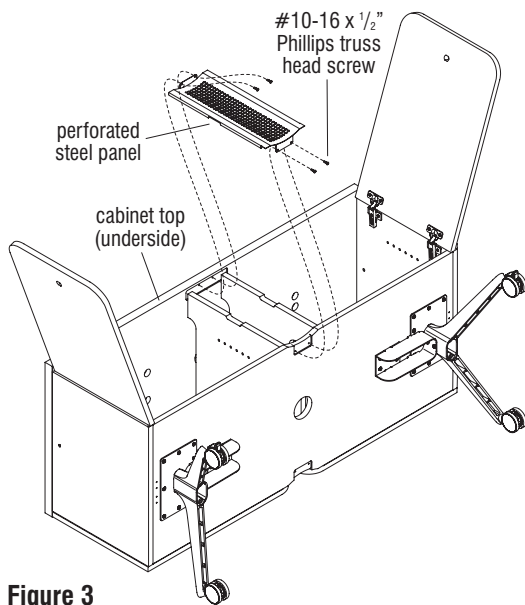


Figure 3

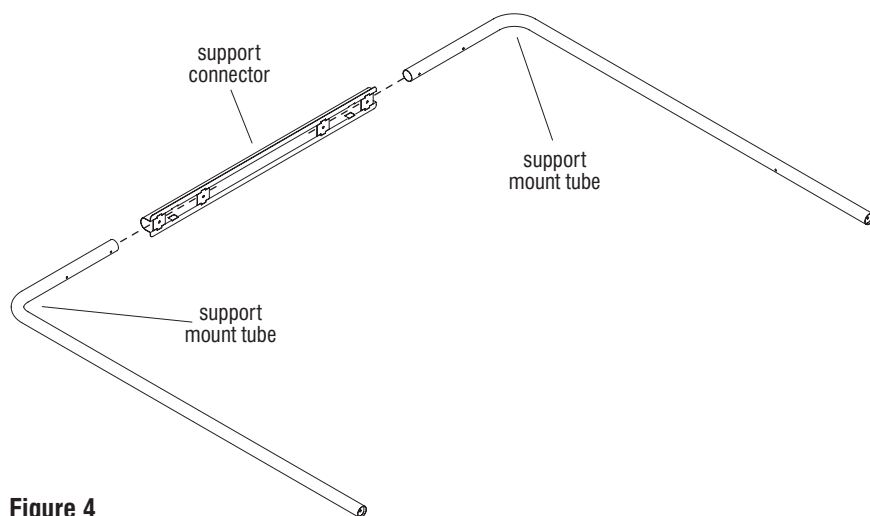


Figure 4

Perforated Steel Panel Installation

Note: Perforated steel panels only install on non-ganging sides of the storage cabinets (reference page 4).

1. Open both doors on the non-ganging side of the storage cabinet. Align the mounting holes on the perforated steel panel flanges with the center mounting holes on the underside of the cabinet top, and at the cabinet bottom then secure using four #10-16 x 1/2" Phillips truss head screws. Repeat this step if the opposite side of the cabinet is non-ganging and requires a perforated steel panel (Figure 3 & Details B & C).
2. If a credenza unit is being assembled, proceed to "Storage Cabinet Assembly Overview" instructions on page 12, otherwise proceed to "Support Frame Assembly" instructions below.

Support Frame Assembly

1. Locate two divider mount tubes and orient them with the bent ends facing each other as illustrated in Figure 4.
2. Insert the bent end of one divider mount tube into the divider connector opening until the mounting holes on the tube align with the mounting holes on the underside of the connector. Secure together using two 1/4-20 x 5/8" Torx pan head screws. Repeat this step to secure the second divider mount tube to the opposite end of the divider connector (Figure 4 & Detail D).



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Support Frame Installation

1. At the underside of the cabinet and next to one installed leg assembly at a time, locate the four pilot holes and position a support mount plate over the four holes as illustrated. Secure the support mount plate to the underside of the cabinet using four #12 x 3/4" Phillips pan head reverse serrated screws. Repeat the process for the support mount plate at the other end of the cabinet (Figure 5 & Detail E).
2. Open both doors of the storage cabinet and move the support frame into position as illustrated. Place a 1/4" washer onto a 1/4-20 x 1" Phillips pan head screw and insert the screw with washer through the upper cabinet side and fasten securely into the mounting hole in the support frame. Repeat this step at the other side of the cabinet (Figure 6 & Detail F).

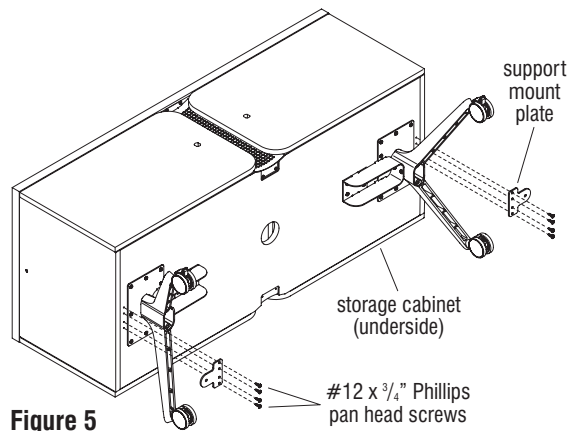
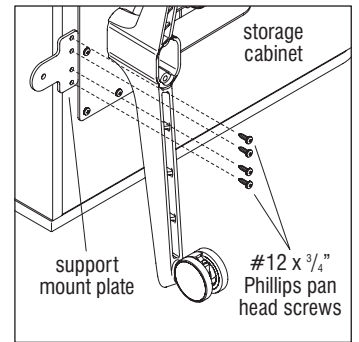
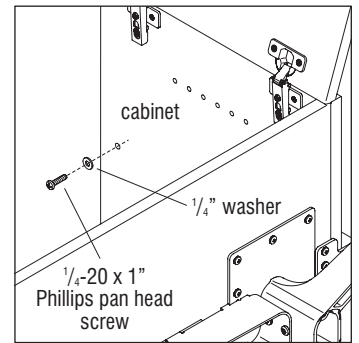


Figure 5



Detail E



Detail F

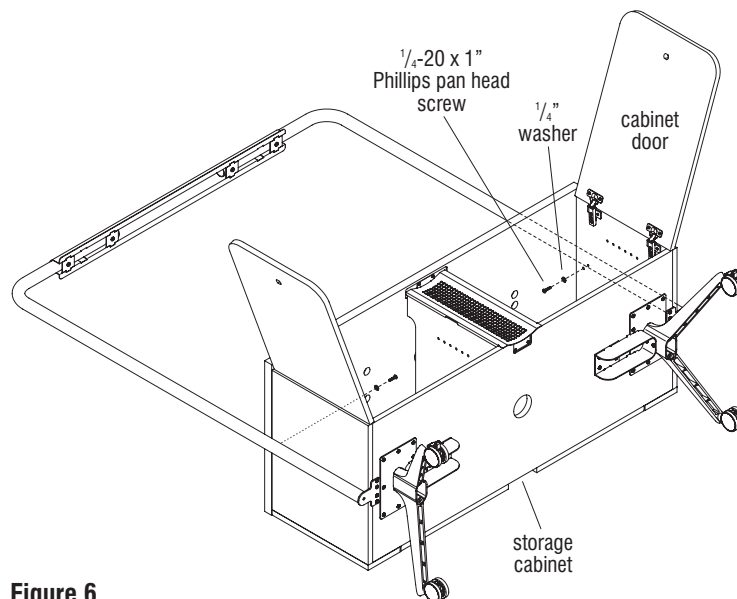
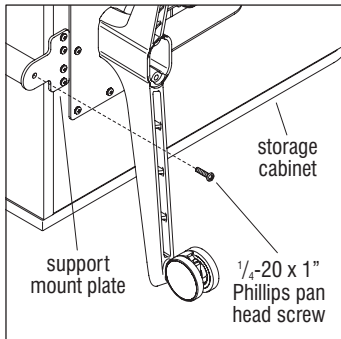


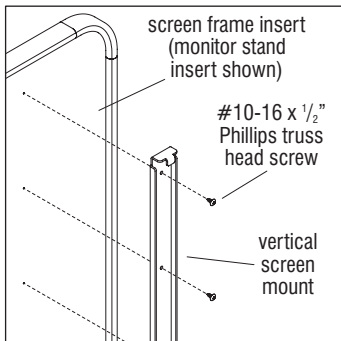
Figure 6



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.



Detail G



Detail H

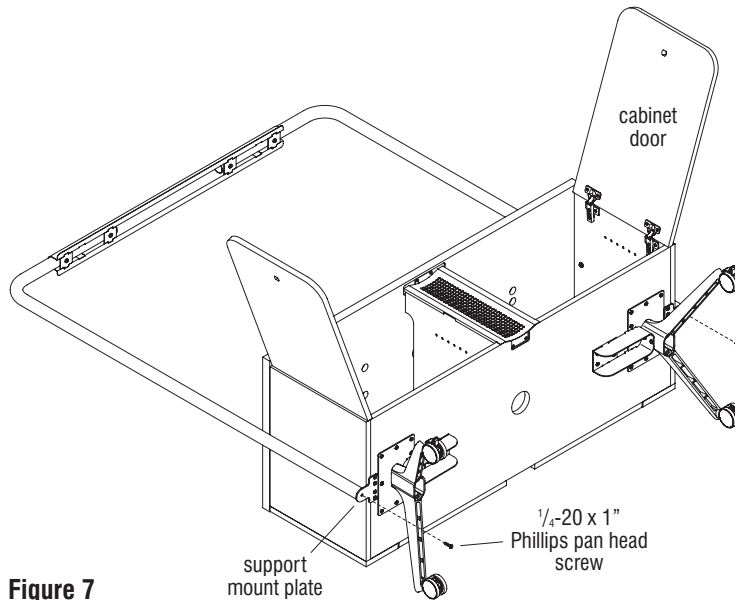


Figure 7

3. At the underside of the cabinet at one installed support mount plate at a time, align the mounting hole in the bottom of the support mount tube with the mounting hole in the support mount plate, and fasten securely using one 1/4-20 x 1" Phillips pan head screw. Repeat this step for the support mount tube at the other side of the cabinet (Figure 7 & Detail G).

Screen Frame Assembly

1. Position a vertical screen mount with the bottom mounting flange oriented toward the bottom of the screen frame. Align the mounting holes on the vertical screen mount with the mounting holes on the back of the screen frame insert and secure together using six #10-16 x 1/2" Phillips truss head screws. Repeat this step to secure the second vertical screen mount to the screen frame insert (Figure 8 & Detail H).
2. If the unit being assembled requires two screen frames, repeat step 1 to assemble the second screen frame.

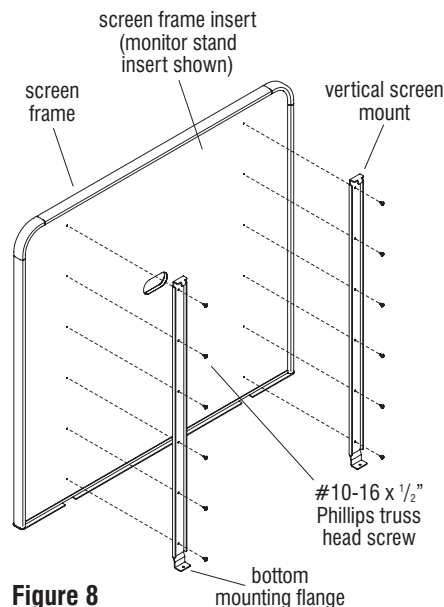


Figure 8



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.

Screen Frame Installation

WARNING: When rotating the unit to the upright position, **DO NOT** lift from the support frame. Rotate the unit to the upright position by handling the storage cabinet.

1. Carefully turn the storage cabinet to the upright position by lifting from the storage cabinet (Figure 9).

Important: If a storage cabinet will be ganged to a table, make sure the screen frame with the correct insert is installed on the ganging side of the cabinet (reference page 4).

Important: If the unit being assembled will have at least one screen frame with a monitor stand insert, start screen frame installation with that screen at the desired location, and do not install a second screen (if required) until instructed.

2. Lift the screen frame up and hook the vertical screen mounts into the rectangular holes on the support connector (Figure 9 & Detail I).

3. With the screen frame hooked onto the support connector, the bottom of the screen frame will be resting on top of the storage cabinet. Align the mounting holes at the bottom of each vertical screen mount over the mounting holes on the top of the cabinet. From inside the cabinet, at one vertical screen mount at a time, insert a $\frac{1}{4}$ -20 x 1" Phillips pan head screw and $\frac{1}{4}$ " washer into the aligned holes from inside the cabinet, then secure in place by twisting a $\frac{1}{4}$ -20 nylon insert cap lock nut. Hold the screw and tighten the nut. Repeat this step to secure the second vertical screen mount to the cabinet top (Figure 10 & Detail J).

4. With the vertical screen mounts secured to the storage cabinet in the step above, two additional inner mounting holes in the cabinet top will align with mounting holes in the underside of the screen frame. Place a $\frac{1}{4}$ " washer onto each of the two $\frac{1}{4}$ -20 x 1" Phillips pan head screws,

then from inside the cabinet, insert each screw up the mounting hole and secure them into the underside of the screen frame to add additional support (Figure 10 & Detail J).

5. If the unit being assembled contains a screen frame with a monitor stand insert, proceed to "Monitor Mount Guidelines" on the next page. If the unit does not have a monitor mount and does not require another screen frame, proceed to "Storage Cabinet Assembly Overview" instructions on page 12. If the unit does not have a monitor mount but requires another screen frame, proceed to "Second Screen Frame Installation" instructions on page 10.

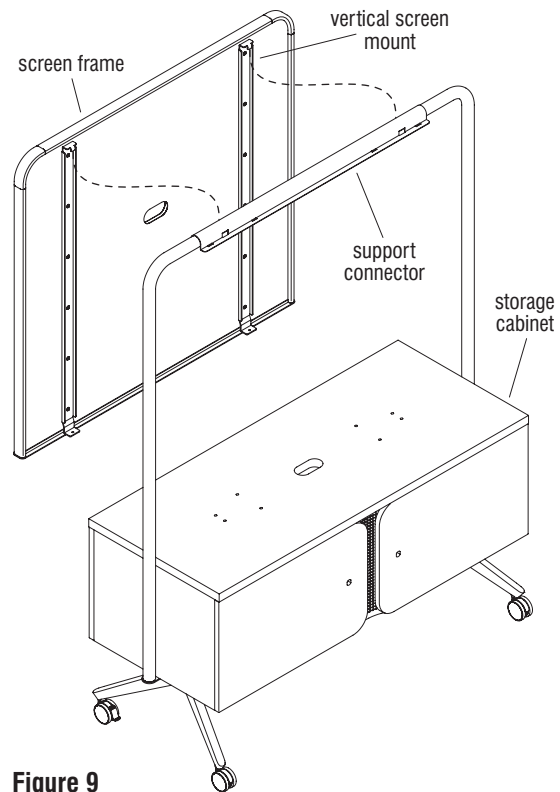
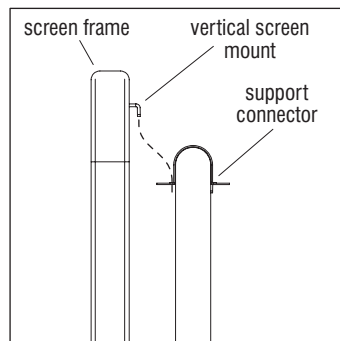
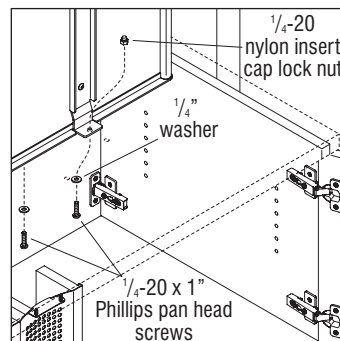


Figure 9



Detail I - (side view)



Detail J

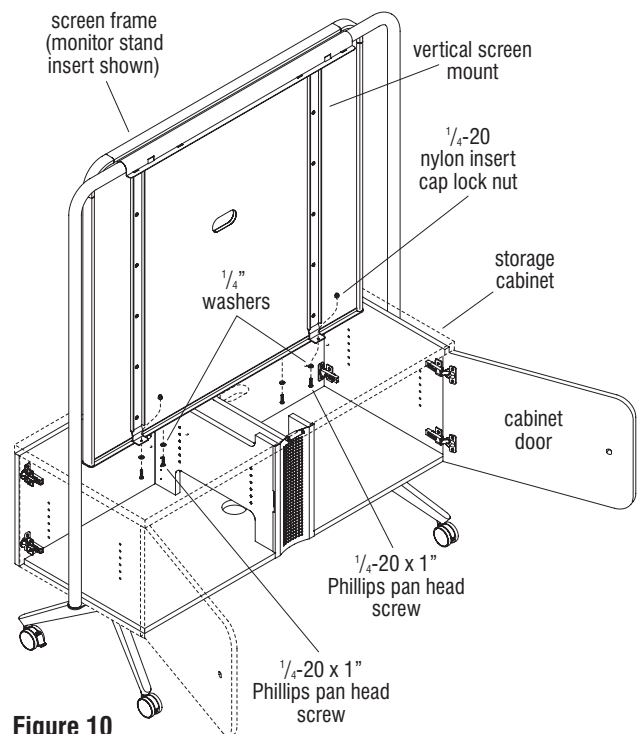


Figure 10



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.

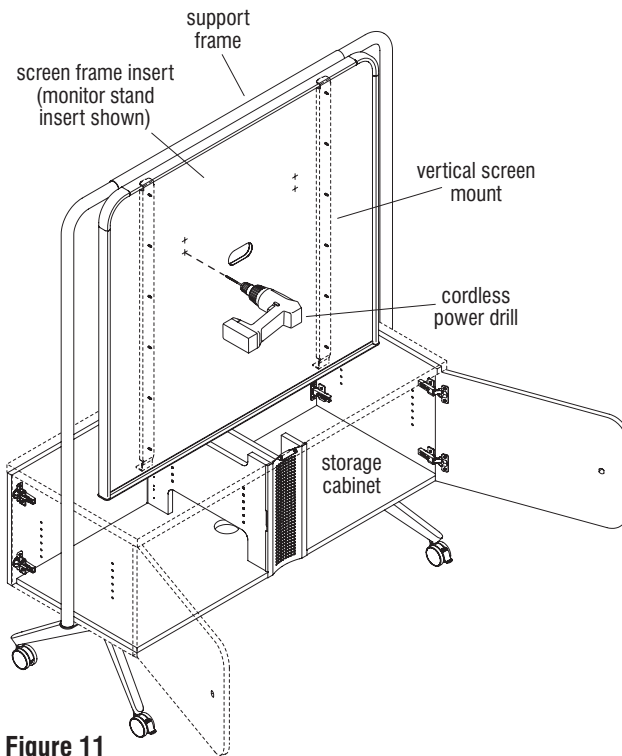


Figure 11

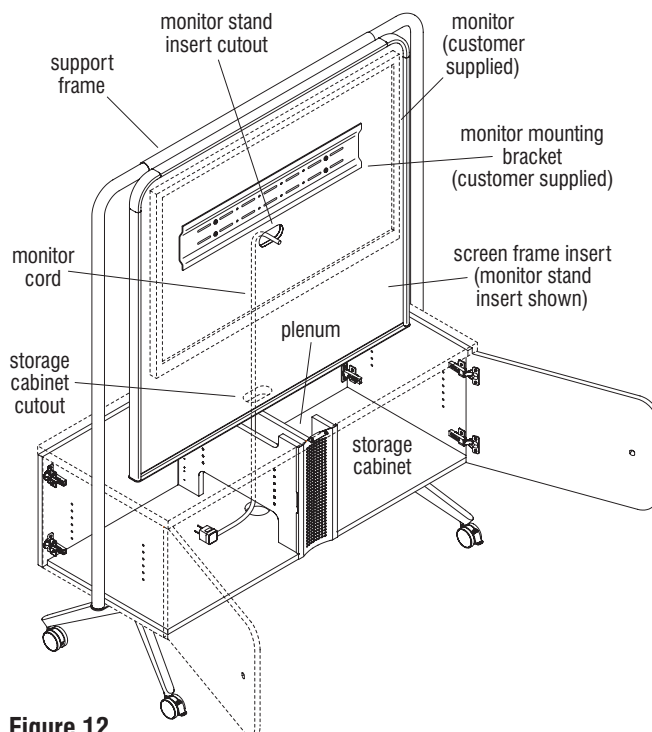


Figure 12

Monitor Mounting Guidelines

Important: When determining the installed height of the monitor, the top of the monitor must not be installed higher than 2" above the top of the support frame (Figure 12).

1. Use a spirit level and/or tape measure and position the monitor mounting bracket (customer supplied – yours may vary) onto the screen insert to assure the bracket is centered and level. Using the monitor mounting bracket as a template for hole marking and pre-drilling, make sure that the marked mounting holes are not in-line to drill through either of the two vertical screen mounts on the back of the frame. Mark and pre-drill mounting holes (Figure 11).

Note: Monitor mounting bracket must be secured to the monitor stand insert using the appropriate sized, bolts, machine screws, nuts, or washers following the manufacturers instructions.

WARNING: Construction of the screen frame allows for 100 pounds maximum monitor weight.

2. Follow the monitor bracket manufacturer's instructions and attach/hook the rear bracket of the monitor onto the insert-installed monitor mounting bracket, while at the same time guiding the monitor cord through the monitor stand insert cutout, down through the storage cabinet cutout and into the cabinet (Figure 11).

Note: If the storage cabinet will require a Quad-Tap power module, the monitor cord will plug into that at a later step.

3. If the unit being assembled does not require a screen frame installed to the other side, proceed to "Storage Cabinet Assembly Overview" instructions on page 12. If the unit requires another screen frame installed, proceed to "Second Screen Frame Installation" instructions on page 10.



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Second Screen Frame Installation

1. If the second screen contains a monitor stand insert, proceed to step 2 below, otherwise proceed to step 4.
2. If the first screen frame installed contained a monitor stand insert and the second monitor screen insert will have a monitor secured to it at the same height as the first, measure and transfer the same hole pattern created on the first monitor stand insert to the second monitor screen insert. If the second monitor is different, or will not be installed at the same height as the first, use the monitor mount bracket as a template, use a spirit level and/or tape measure to assure the bracket is level, straight, and centered, then mark the mounting hole locations and move the bracket away. Carefully bore mounting holes at the center of each marked location (Figure 13).
3. Install the monitor mounting bracket to the monitor stand insert using the appropriate sized, bolts, machine screws, nuts, or washers, following the manufacturers instructions.
4. Lift the screen frame up and hook the vertical screen mounts into the rectangular holes on the support connector (Figure 14 & Detail K).

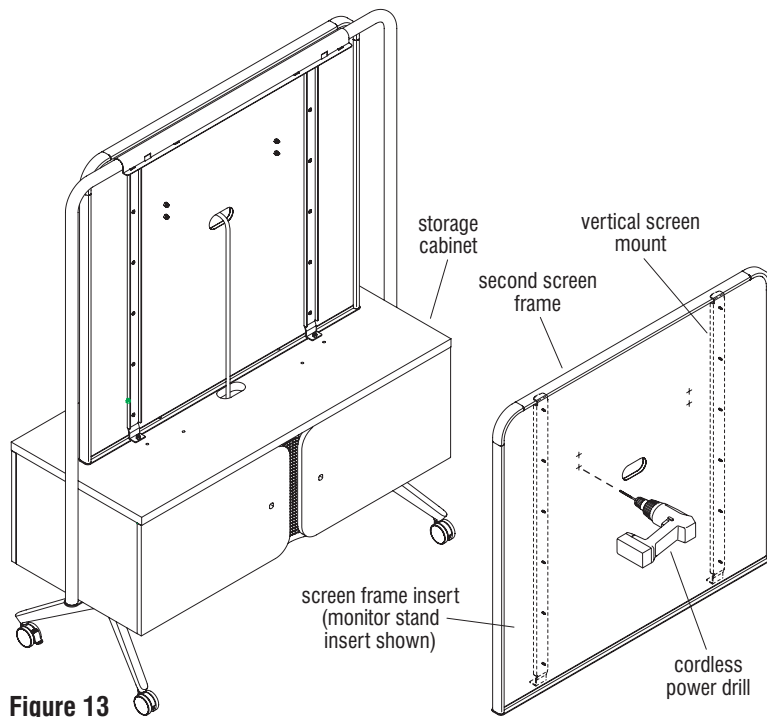


Figure 13

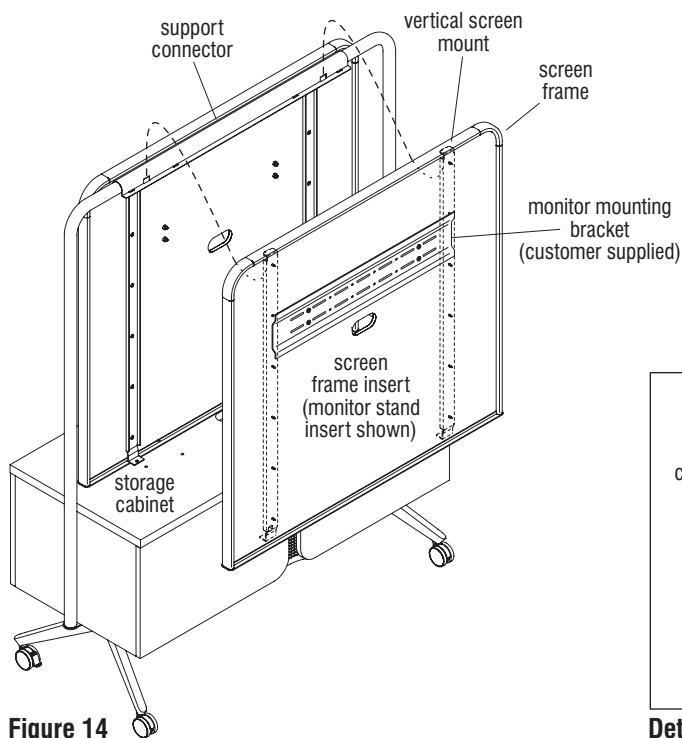
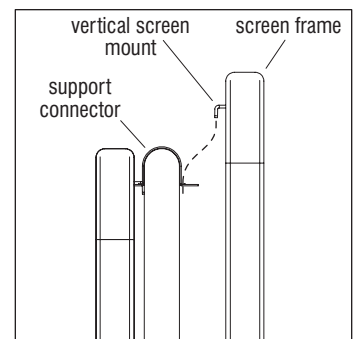


Figure 14



Detail K - (side view)



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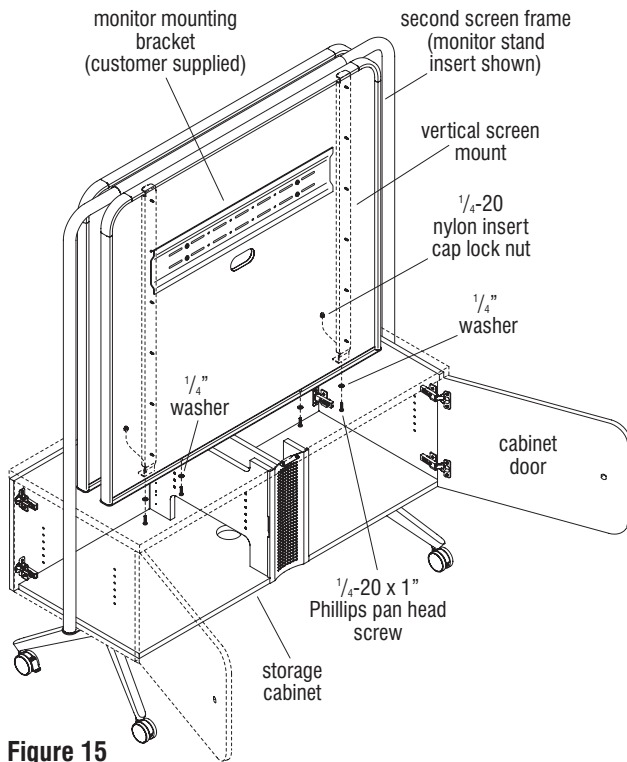


Figure 15

- With the second screen frame hooked onto the support connector, the bottom of the screen frame will be resting on top of the storage cabinet. Align the mounting holes at the bottom of each vertical screen mount over the mounting holes on the top of the cabinet. From inside the cabinet, at one vertical screen mount at a time, insert a 1/4-20 x 1" Phillips pan head screw and 1/4"

washer into the aligned holes from inside the cabinet, then secure in place by twisting a 1/4-20 nylon insert cap lock nut on the end of the screw. Hold the screw and tighten the nut. Repeat this step to secure the second vertical screen mount to the cabinet top (Figure 15 & Detail L).

- With the vertical screen mounts secured to the storage cabinet in the step above, two additional inner mounting holes in the cabinet top will align with mounting holes in the underside of the screen frame. Place a 1/4" washer onto each of the two 1/4-20 x 1" Phillips pan head screws, then from inside the cabinet, insert each screw up the mounting hole and secure them into the underside of the screen frame to add additional support (Figure 15 & Detail L).
- If the unit being assembled contains a second screen frame with a monitor stand insert, with monitor mounting bracket installed, proceed to "Second Monitor Mounting Guidelines" on this page. If the unit will not have a monitor mounted to it, proceed to "Storage Cabinet Assembly Overview" instructions on page 12.

Second Monitor Mounting Guidelines

WARNING: Construction of the screen frame allows for 100 pounds maximum monitor weight.

- Follow the monitor bracket manufacturer's instructions and attach/hook the rear bracket of the monitor onto the insert-installed monitor mounting bracket, while at the same time guiding the monitor cord through the monitor stand insert cutout, down through the storage cabinet cutout and into the cabinet (Figure 16).

Note: If the storage cabinet will require a Quad-Tap power module, the monitor cord will plug into that at a later step.

- Proceed to "Storage Cabinet Assembly Overview" instructions on the next page.

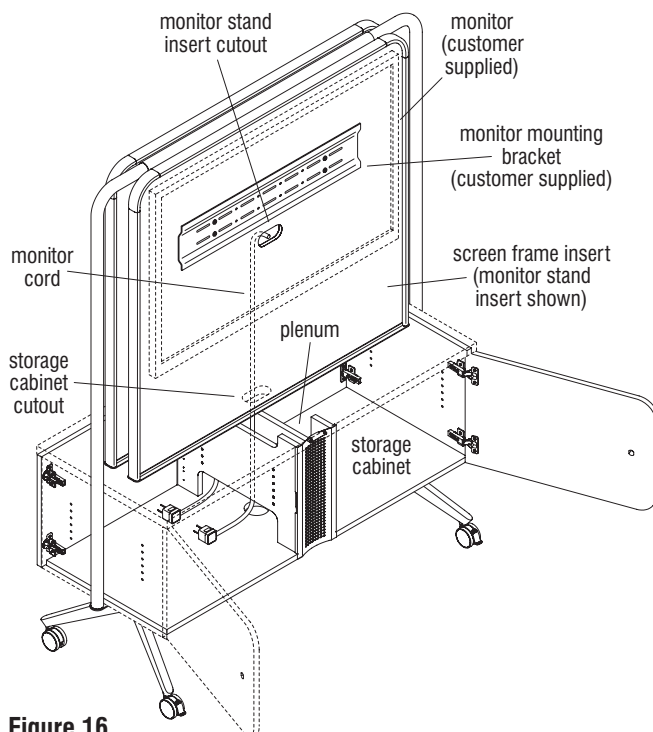
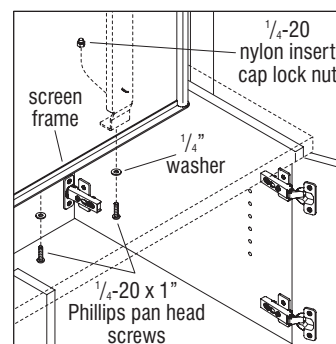


Figure 16



Detail L



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.

Storage Cabinet Assembly Overview

Note: Storage cabinets always come requiring installation of adjustable-height shelves. Optional components include Node grommet, locks, gangers, and Quad-Tap power module, per storage cabinet assembly. Your configuration may vary.

Adjustable Shelf Installation

1. With the doors open on the storage cabinet, determine the desired height of the adjustable shelves at each side (Figure 1).

Note: When inserting the shelf pins into the mounting holes inside storage cabinet, only insert two pins at the back and one in the front for each half of the cabinet. The fourth pin will be installed once the shelves are in the designated location.

2. Insert three shelf pins, in the mounting hole locations inside each half of the storage cabinet, at the desired height (Figure 1 & Detail A).
3. Tilt a shelf diagonally, with the tilted-up side of the shelf at the side of the cabinet with the two shelf pins. Insert the shelf into the cabinet, then rotate the shelf down onto the three pins. Repeat this step to place the second shelf into the opposite half of the cabinet (Figure 2).
4. Lift each adjustable shelf up slightly to gain access to the remaining front shelf mounting hole, then insert the remaining fourth shelf pin at the correct height (Detail B).

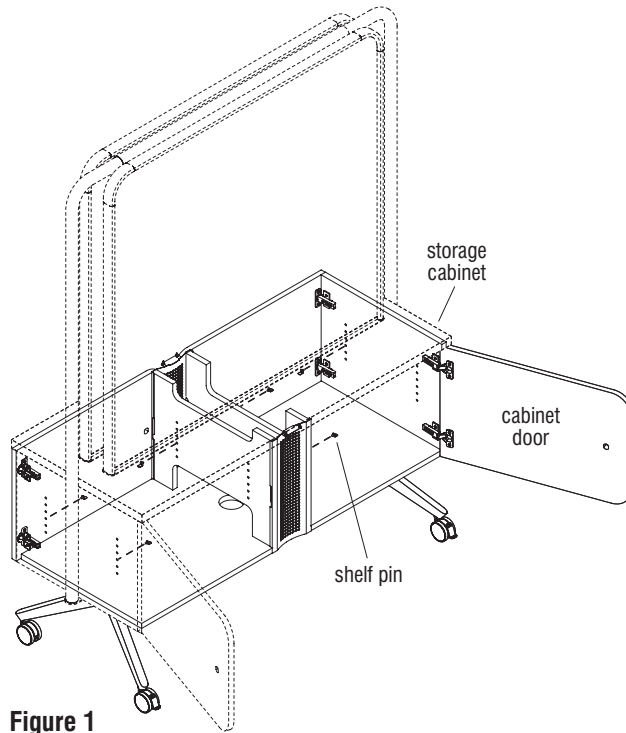
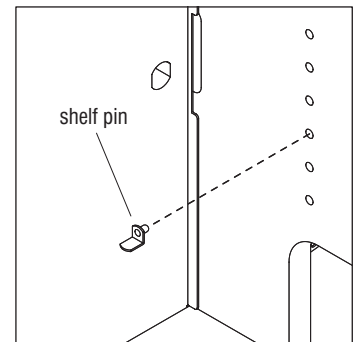
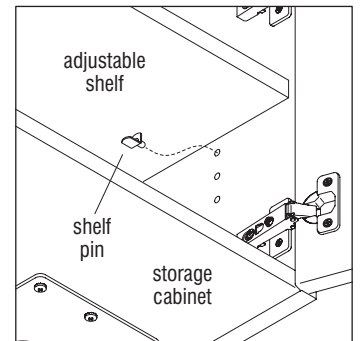


Figure 1



Detail A



Detail B - (underside view)

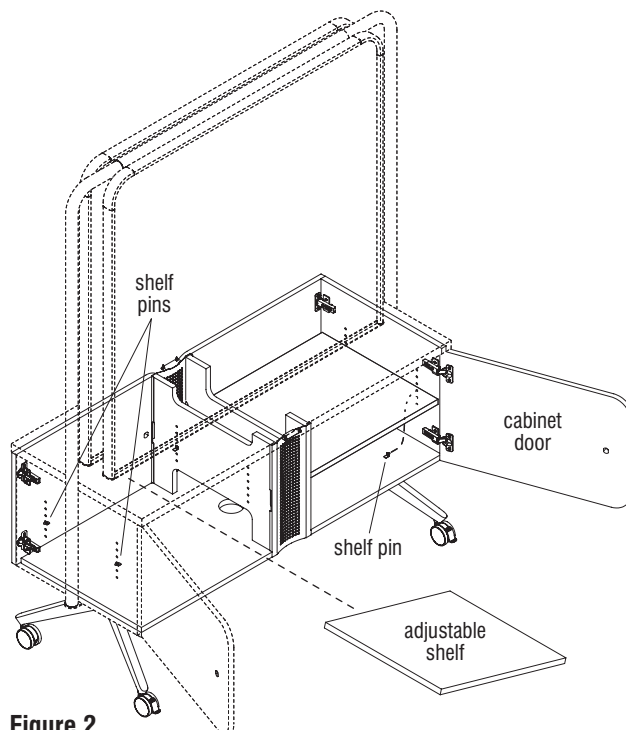
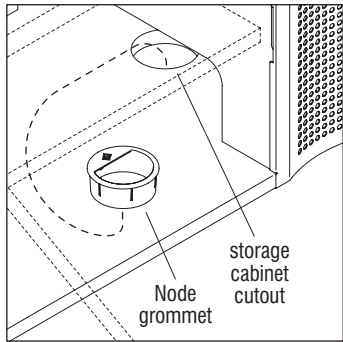


Figure 2



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.



Detail C

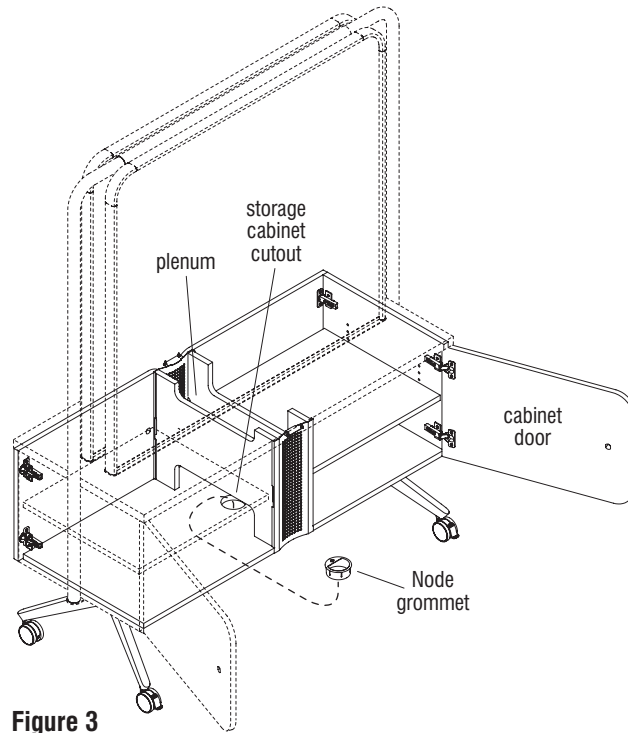


Figure 3

Node Grommet Installation (optional)

Note: Node grommets are only available on units that have a ganging side on the storage cabinet (reference page 4).

1. With the doors open on the storage cabinet, locate the storage cabinet cutout at the bottom of the open plenum (Figure 3 & Detail C).
2. Position the Node grommet above the storage cabinet cutout inside the cabinet, then push the grommet into the cutout, tapping lightly with a rubber mallet if required. Use caution to avoid scratching the grommet (Figure 3 & Detail C).



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Lock Installation (optional)

Note: Figure 4 and Details D & E are provided as a visual guide to illustrate the correct installation of lock components in cabinet doors. Correctly installed, when the cabinets are unlocked, both key slots will orient vertical and cam locks will be vertical, with one facing up and one facing down (Detail D). When the cabinets are locked, the key slots will orient horizontal and both camlocks will face inward (Detail E). If all lock components are not installed in the correct orientation as described below, disassembly and re-assembly will be required.

1. Take two lock housings in hand and orient each as they will insert into the lock hole in each door. Assume that the key slot is up-and-down, parallel to the flat sides of the lock housing. If key slot is horizontal, use a key to turn the slot to be parallel to the flat sides (Detail F).
2. With the lock housings facing the lock holes, notice the embossed writing on the face next to the key slot on each. Orient each housing so the writing is on the left-hand side of the key slot face, then insert each lock housing into the lock hole on the outside of the door. Gently tap each lock housing in with a rubber mallet if needed, then twist on and tighten a lock nut to the back of each (Figure 5 & Detail F).
3. At the back side of each door, a cam lock is to be installed with the left-hand door's cam facing up and the right-hand door's cam facing down (Detail D). To install, align the square mounting hole of the cam onto the square boss of each lock housing, add a washer to each then secure with a #10 x $\frac{3}{16}$ " Phillips screw as illustrated (Figure 5 & Detail G).
4. With the doors open, test operation first by inserting a key into each lock housing, then twist the key to assure that the cam lock moves from a vertical to a horizontal position facing the locking side of the door (Details D & E).

5. Repeat steps 1 through 4 to install locks to the remaining doors.

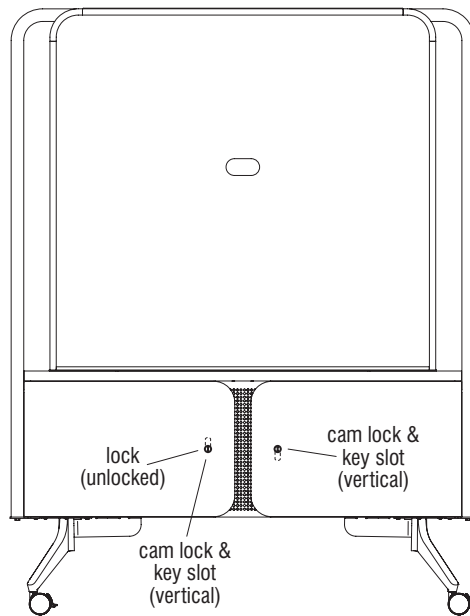
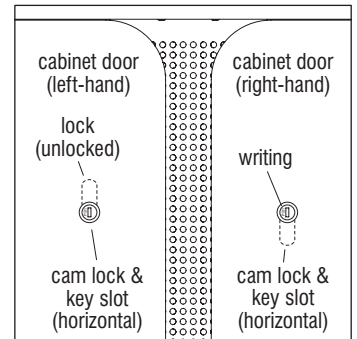
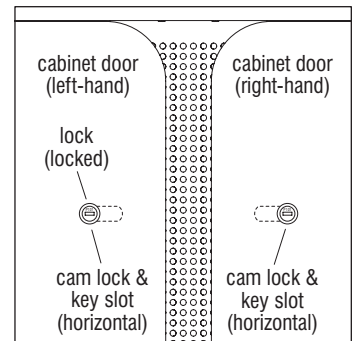


Figure 4 - (front view)



Detail D - (front view)



Detail E - (front view)

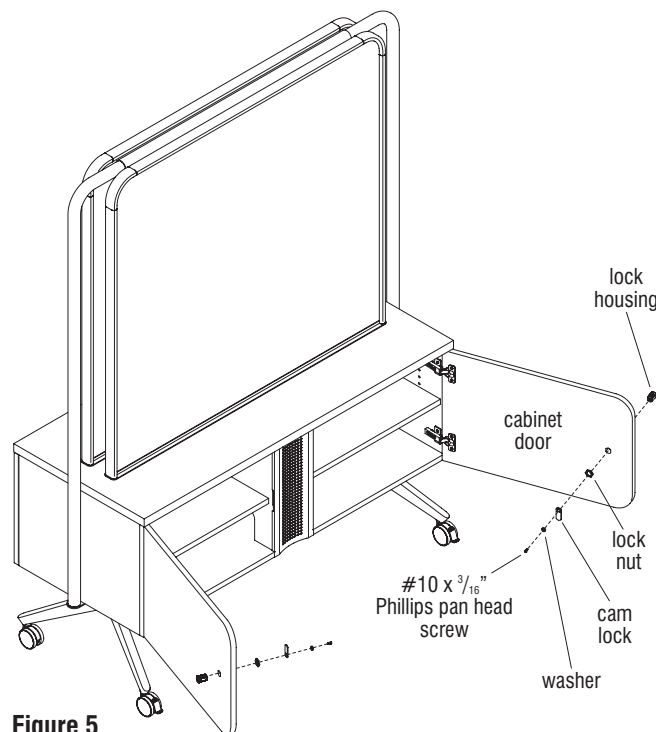
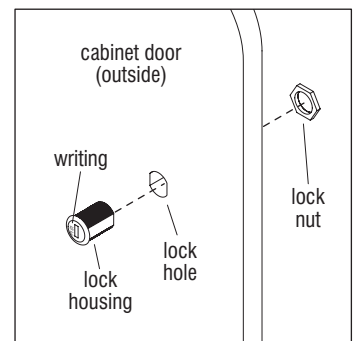
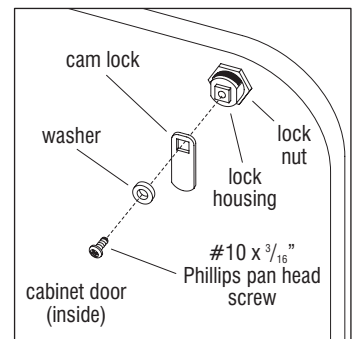


Figure 5



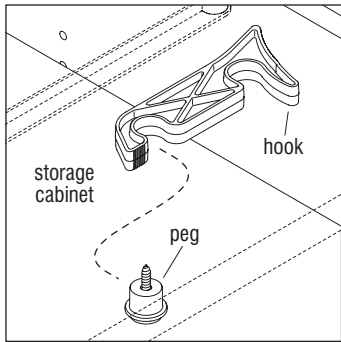
Detail F



Detail G



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.



Detail H

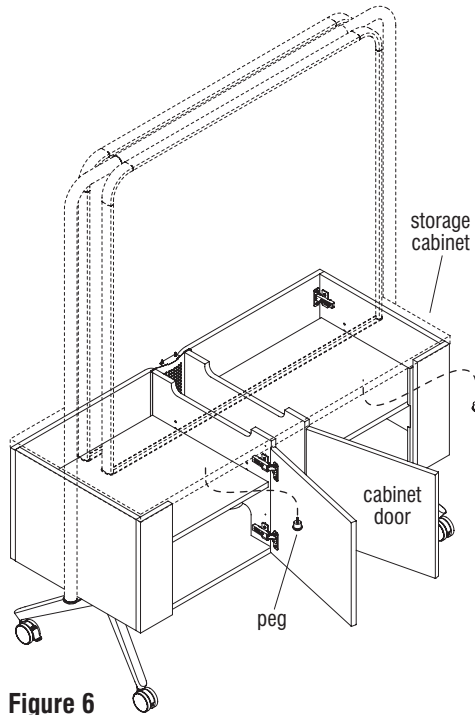


Figure 6

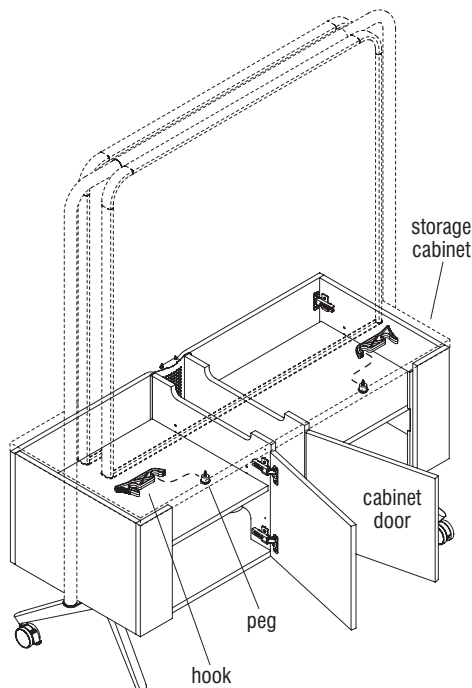


Figure 7

Ganging Overview (optional)

Important: Tributaire monitor stands, storage screens and credenzas can only gang to Tributaire post-leg half-rounded square tables. To install ganging pegs to the post-leg table, proceed to Tributaire Collection - Post-Leg Tables - Assembly Instructions (KI-AI-000131) before proceeding to "Peg Installation" on this page.

Peg Installation

1. Open both doors on the ganging side of the storage cabinet (reference page 4) (Figure 6).

Note: Peg installation may be easier if cabinet shelves are removed.

2. Locate the pre-drilled peg mounting locations on the underside of the storage cabinet top, one per storage cabinet half. Install a peg to each location using a #14 x 1½" wood screw at each peg mounting location (Figure 6 & Detail H).

Hook Installation

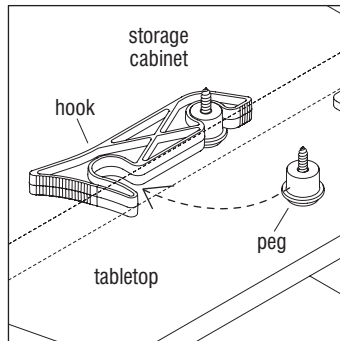
1. Position and snap the two ganging hooks onto their respective ganging pegs (Figure 7).



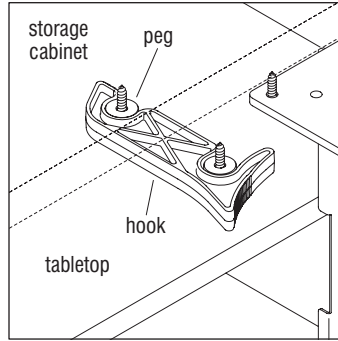
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Ganging Monitor Stand, Storage Screen, or Credenza to Post-Leg Table

1. Move the monitor stand, storage screen or credenza and the post-leg half-rounded square table together such that the two pair of ganging pegs face each other. Swing the hooks to the opposite peg to securely gang units together (Figure 8 & Details I & J).
2. For hook storage, when units are not paired, disconnect the table edge ganging hooks and rotate them inside the units storage cabinet.



Detail I



Detail J

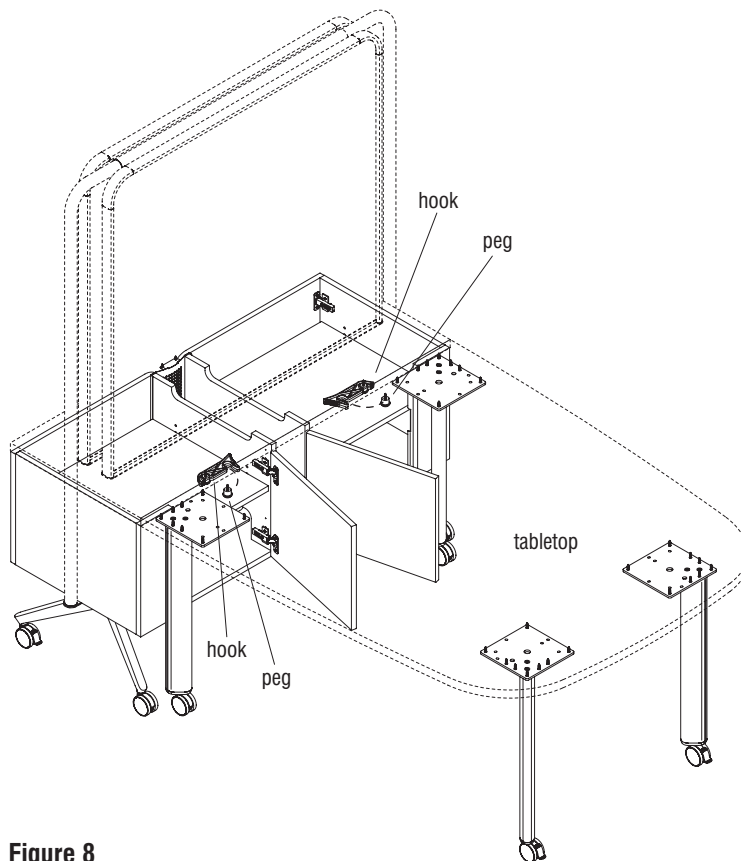
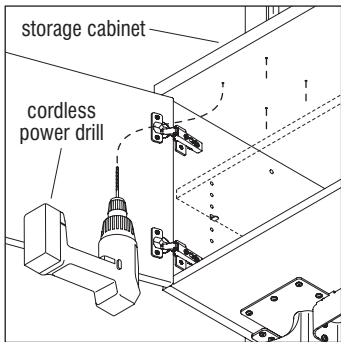


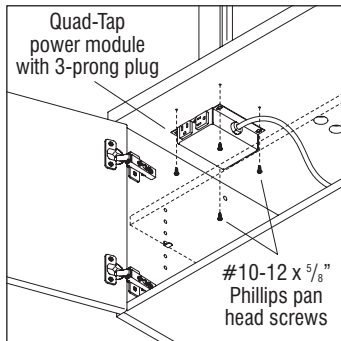
Figure 8



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.



Detail K - (underside view)



Detail L - (underside view)

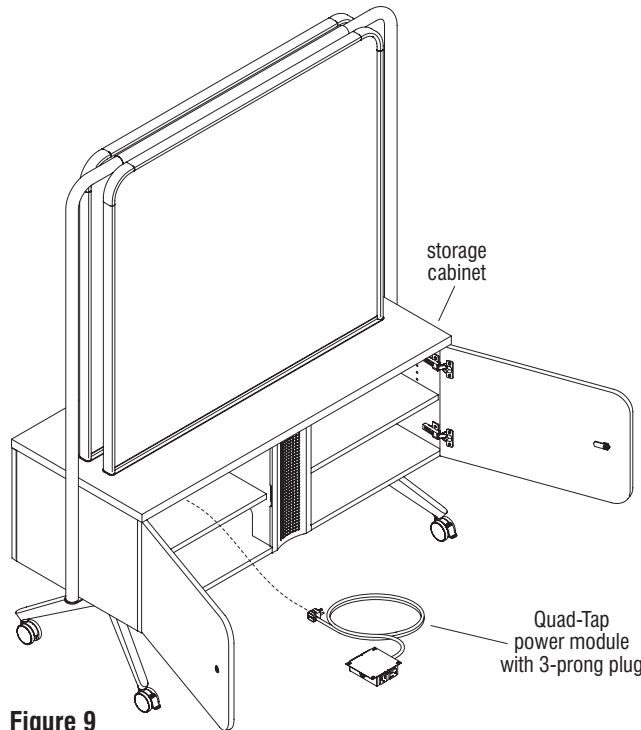


Figure 9

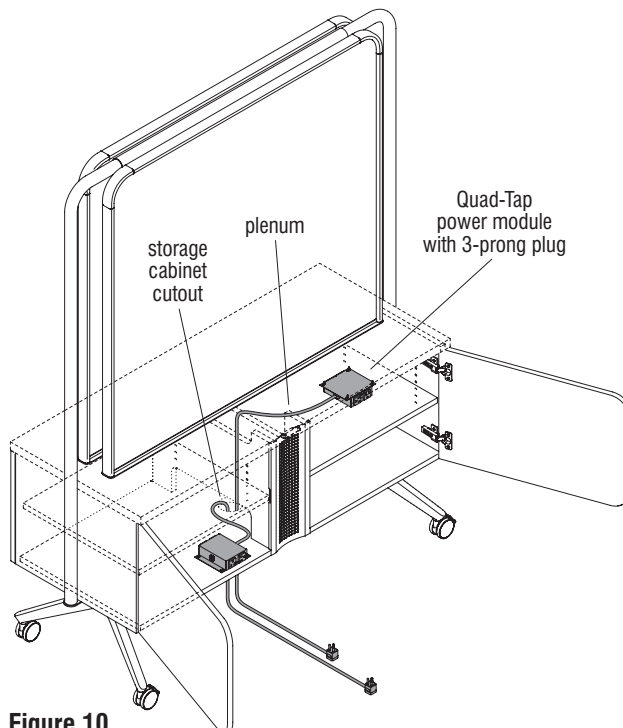


Figure 10

Quad-Tap Power Module Installation (optional)

1. Open the doors on the storage cabinet if not open already (Figure 9).

Note: Quad-Tap power modules may be mounted anywhere within the top or bottom of the storage cabinet unit based on user preference. Although the illustrations on this page will show the Quad-Tap power module being installed to the underside of the storage cabinet top, the instructions apply to both locations. Your configuration may vary.

2. Position the Quad-Tap power module underneath the top of the storage cabinet at the desired location. Assure that the power cord can be routed easily to a power source (Figure 9).
3. Using the Quad-Tap power module as a template underneath the top of the cabinet, align the unit straight, and at least a 1 1/4" back from the cabinet edge, then mark the four mounting hole locations and move the unit away (Figure 9).
4. Carefully bore a 3/32" pilot hole at the center of each marked location, underneath the cabinet top using a cordless power drill. Take care to not drill too deep, piercing the top (Detail K).
5. Align the mounting holes of the Quad-Tap power module with the pre-drilled holes underneath the cabinet top. Secure the Quad-Tap to the cabinet using four #10-12 x 5/8" Phillips pan head screws. Take care to not over tighten (Detail L).
6. Route the power cord through the openings on the side of the plenum and down through the bottom storage cabinet cutout to an approved power source (Figure 10).
7. Proceed to "Connections to Power Source - Power Modules with 3-Prong Plug" instructions on the next page.



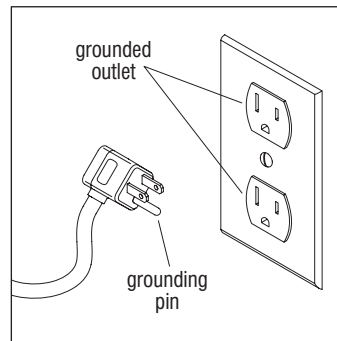
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

GROUNDING INSTRUCTIONS

This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated in Detail A. Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be used with this product.

Connections to Power Source - Power Modules with 3-Prong Plug

1. Place monitor stand, storage screen or credenza at their final location and lock the two front, user side casters in place on each unit if present (Figure 1).
2. Route and plug any monitor power cords into the installed Quad-Tap outlet (Figure 1).
3. Plug the power module power cord into a power outlet only after all other components have been installed (Figure 1).



Detail A

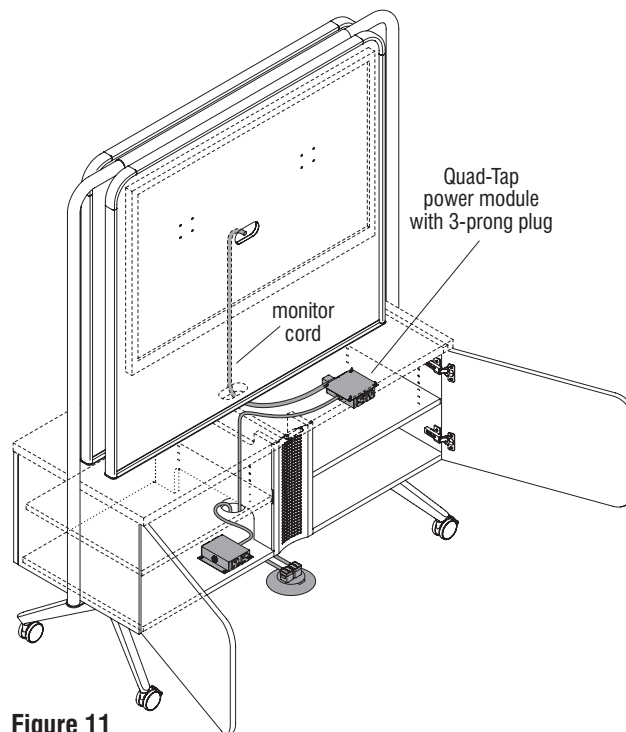


Figure 11

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