

Riggs assembly

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## Important safety instructions

When using an electrical furnishing, basic precautions should always be followed, including the following:

This furnishing is made for commercial use only.

Read all instructions before using this furnishing:

## DANGER

To reduce the risk of electrical shock:

1. Always unplug this furnishing from the electrical outlet before cleaning.

## WARNING

To reduce the risk of burns, fire, electric shock, or injury to persons:

1. Unplug from outlet before putting on or taking off parts.
2. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
3. Use the furnishing only for its intended use as described in these instructions.  
Do not use attachments not recommended by the manufacturer.
4. Never operate this furnishing if it has a damaged cord or plug, if it is not working properly, if it has been dropped or damaged, or dropped in water. Return the furnishing to a service center for examination and repair.
5. Keep the cord away from heated surfaces.
6. Do not use outdoors.
7. Use only SJT 18 AWG cord.
8. Risk of injury. Maximum load 75 pounds.

To reduce the risk of electric shock, this furnishing has a polarized plug (one blade is wider than the other). This plug will fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician to install the proper outlet. Do not change the plug in any way.

**Note** – servicing is only to be performed by an authorized representative.

### Servicing of double-insulated products

In a double-insulated product, two systems of insulation are provided instead of grounding. No grounding means is provided on a double-insulated product, nor is a means for grounding to be added to the product. Servicing a double-insulated product requires extreme care and knowledge of the system, and is to be done only by qualified service personnel. Replacement parts for a double-insulated product must be identical to the parts they replace. A double-insulated product is marked with the words “DOUBLE INSULATION” OR “DOUBLE INSULATED”. The symbol (square within a square) is also able to be marked on the product.

### Save these instructions



## Table of Contents

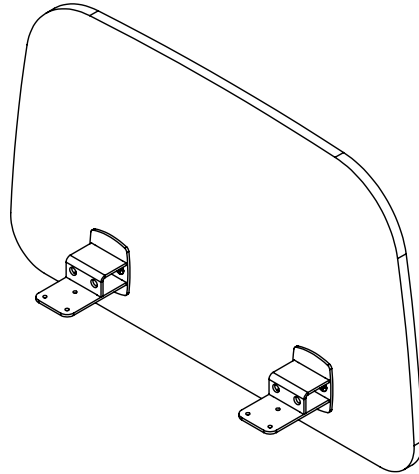
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## Flat screens with fixed brackets

Tools required:

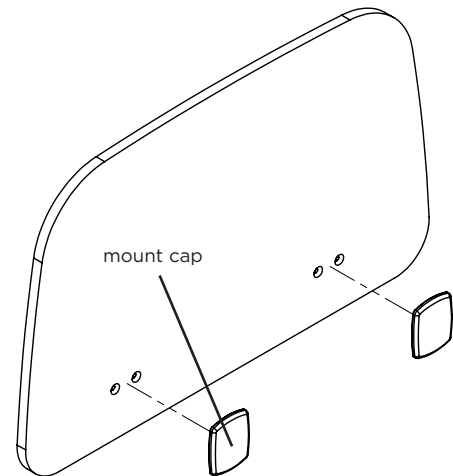
- Cordless Driver

1. How to tell user from approach side:  
View 1-1 shows the user side of the screen  
View 1-2 shows the approach side of the screen
2. Rotate the screen to view the approach side.
3. Locate the 4 holes for mounting
4. Install the mount cap into the approach side of the screen



USER SIDE OF SCREEN

VIEW 1-1



APPROACH SIDE OF SCREEN

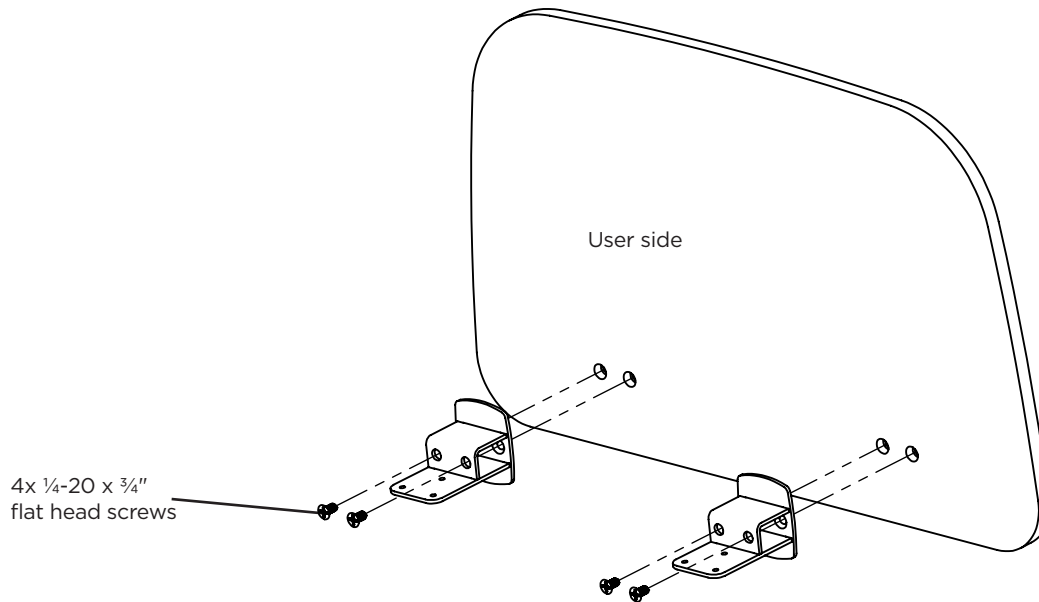
VIEW 1-2

**Flat screens with fixed brackets**

Tools required:

- #3 Phillips screw driver

5. Rotate the screen so the user side is facing up
6. If installing on an upholstered screen:  
Install the mounting bracket to the front using the supplied 4x ¼-20 x ½" flat head screws. Be careful not to over torque the screws if using a cordless drill
7. If installing on a non-upholstered screen:  
Install the mounting bracket to the user side using the supplied 4x ¼-20 x ¾" flat head screws. Be careful not to over torque the screws if using a cordless drill.

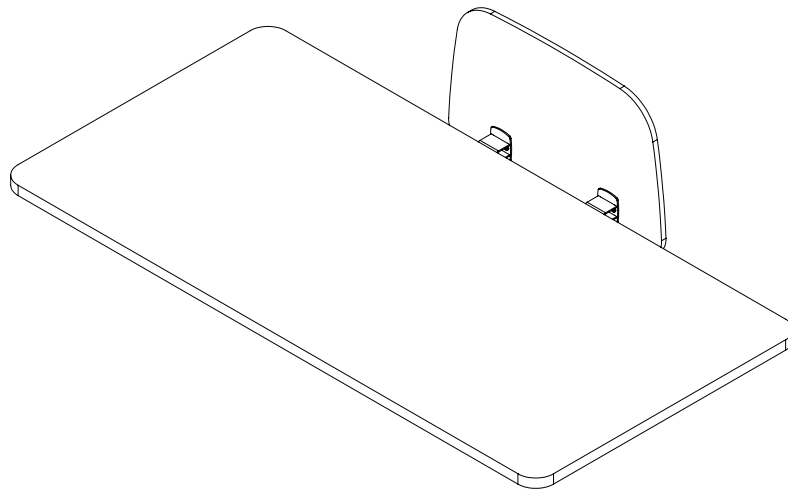


## Flat screens with fixed brackets

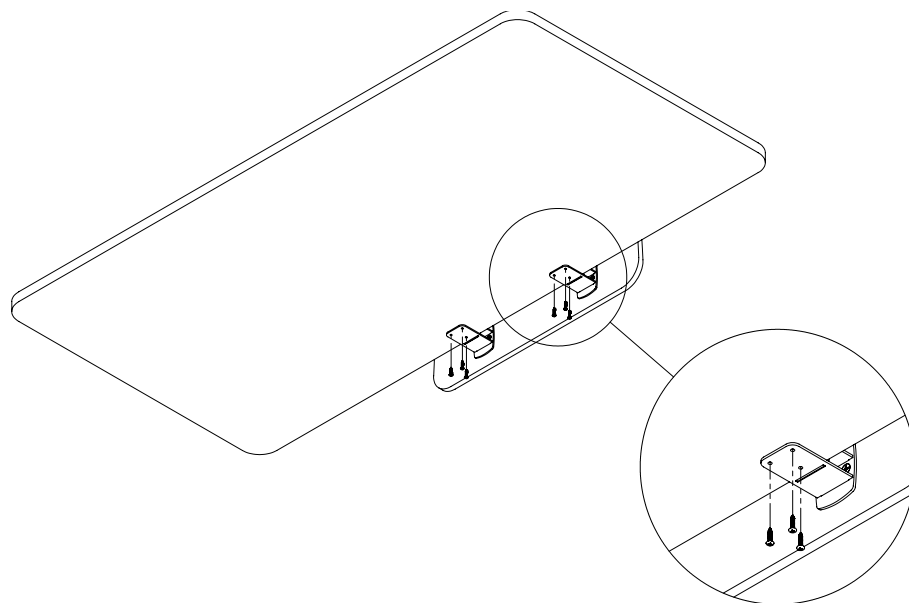
Tools required:

- #3 Phillips screw driver

8. Move screen with mounting bracket into desired position as seen in view 3-1.
9. Attach the mounting bracket to the bottom side of the worksurface using 6X #8 x 3/4" screws as seen in view 4-1.



VIEW 3-1



VIEW 4-1

## Flat screens with removable brackets

Tools required:

- #3 Phillips screw driver

1. How to tell user from approach side:

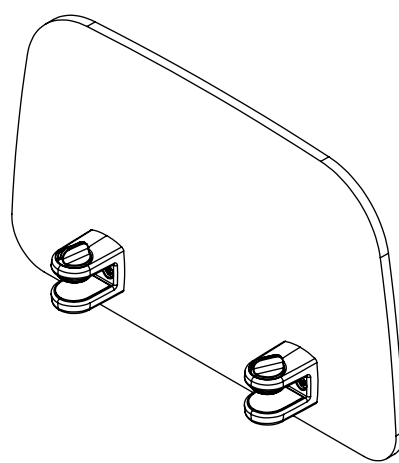
View 1-1 shows the user side of the screen

View 1-2 shows the approach side of the screen

2. Rotate the screen to view the approach side.

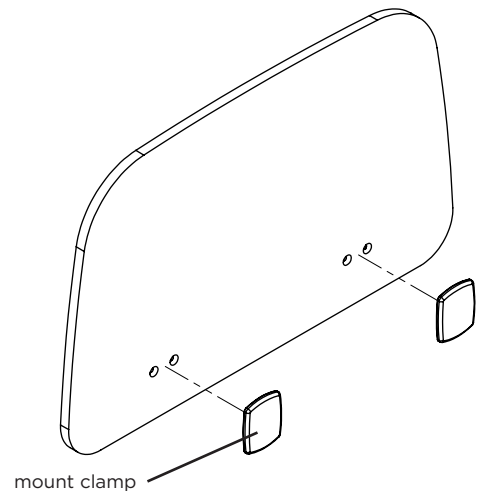
3. Locate the 4 holes for mounting

4. Install the mount cap into the approach side of the screen as seen in view 1-2



USER SIDE OF SCREEN

VIEW 1-1



APPROACH SIDE OF SCREEN

VIEW 1-2

## Flat screens with removable brackets

Tools required:

- #3 Phillips screw driver

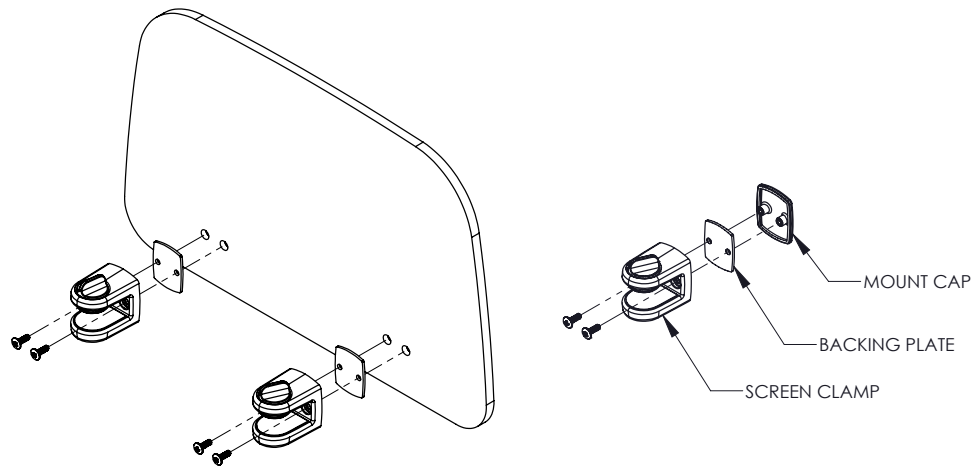
5. Rotate the screen so that the user side is facing up

6. If installing on an upholstered screen:

Install the mounting bracket to the front using the supplied 4X 1/4-20 x 1/2" flat head screws. Be careful not to over torque the screws if using a cordless drill.

7. If installing on a non-upholstered screen:

Install the mounting bracket to the front using the supplied 4X 1/4-20 x 3/4" flat head screws. **BE CAREFUL NOT TO OVER TORQUE THE SCREWS IF USING A CORDLESS DRILL**

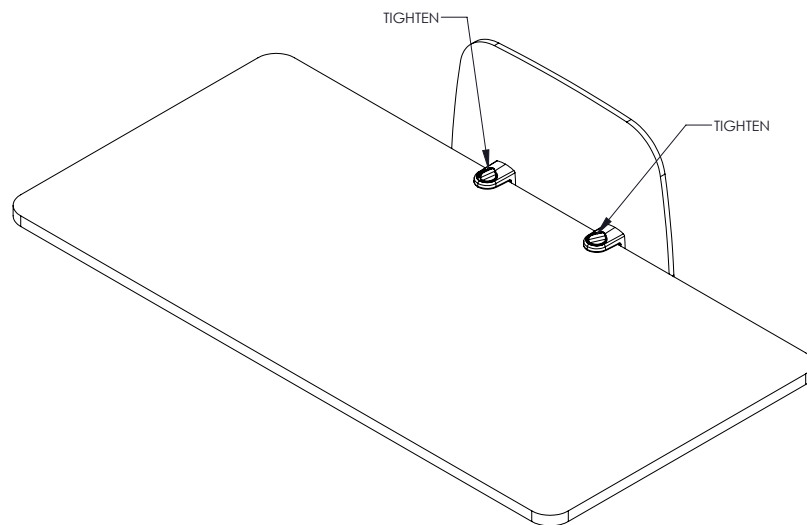


VIEW 2-1

**Flat screens with removable brackets**

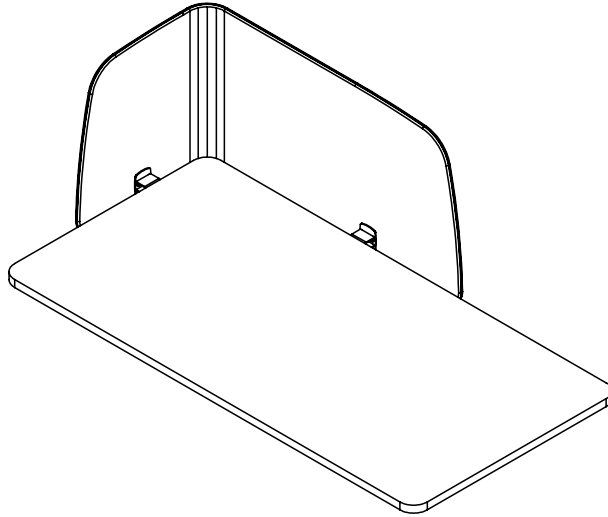
Tools required:

- #3 Phillips screw driver
8. Move screen with screen clamp into desired position
  9. Tighten screen clamp to surface

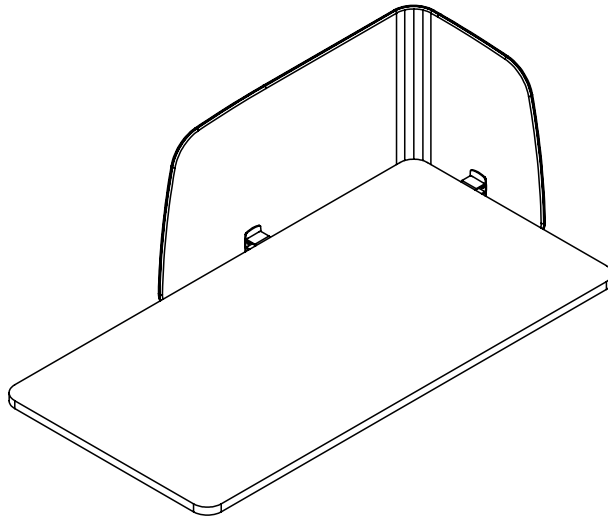


**Hinged screens with fixed brackets**

Hinged screens can be installed on left and right sides by flipping screen 180°



SCREEN MOUNTED ON LEFT



SCREEN MOUNTED ON RIGHT

**Hinged screens with fixed brackets**

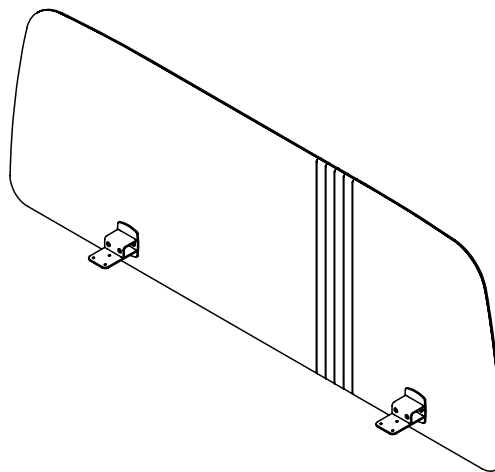
Tools required:

- #3 Phillips screw driver

These instructions will be written explaining how to install as a right mounted screen. To create a left mounted screen, flip the screen over 180°

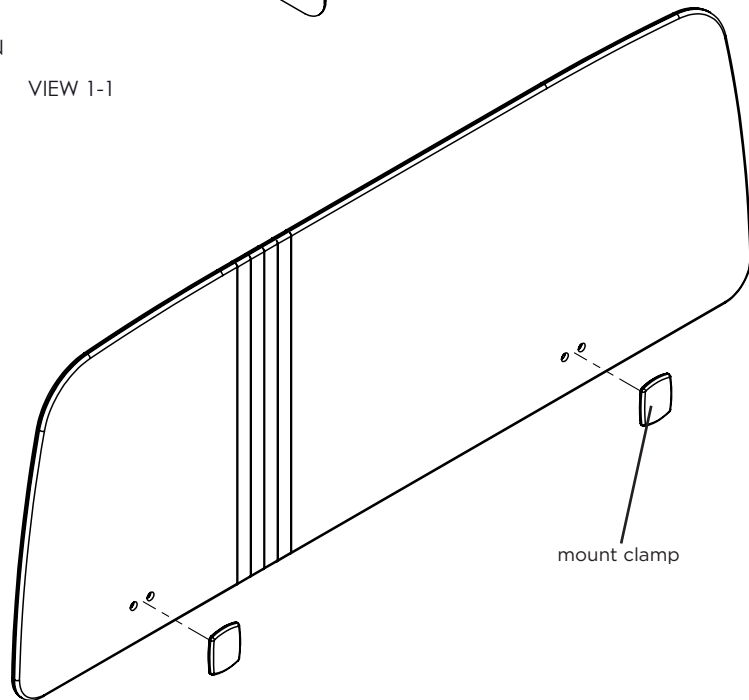
View 1-1 shows how to tell user vs approach of screen for these instructions, note that the bend area is closer to the right side.

1. Locate the 4 holes for mounting
2. Install the mount cap into the back side of the screen as seen in view 1-2



USER SIDE OF SCREEN

VIEW 1-1



mount clamp

APPROACH SIDE OF SCREEN

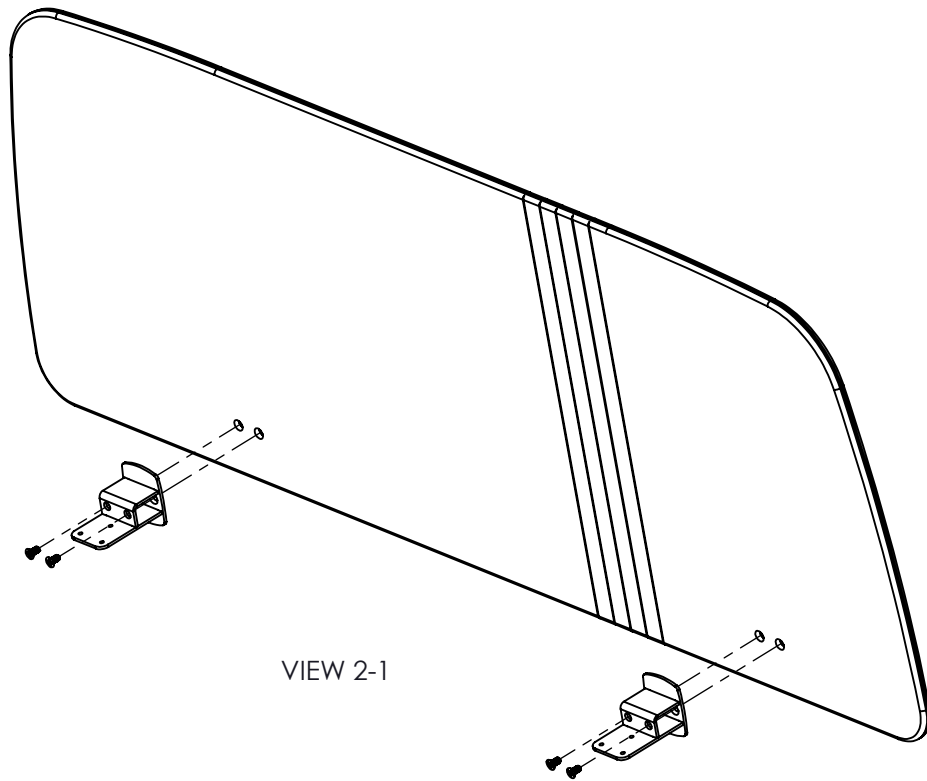
VIEW 1-2

**Hinged screens with fixed brackets**

Tools required:

- #3 Phillips screw driver

3. Rotate the screen so the user side is facing up
4. Install the mounting bracket to the front using the supplied 4x ¼-20 x ½" flat head screws as seen in view 2-1. Be careful not to over torque the screws if using a cordless drill.

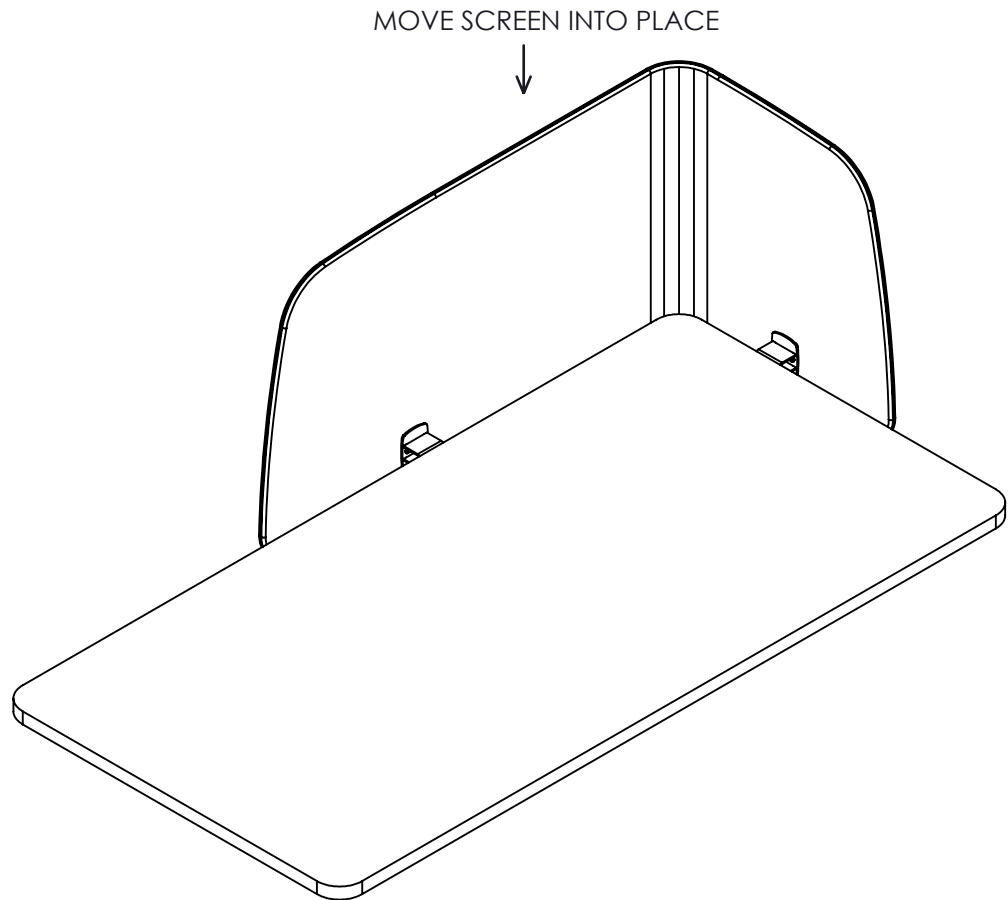


**Hinged screens with fixed brackets**

Tools required:

- #3 Phillips screw driver

5. Move screen with mounting bracket to the right hand corner of table
6. Bend screen around corner as shown in view 3-1 making sure the center pleat is in the center of the corner



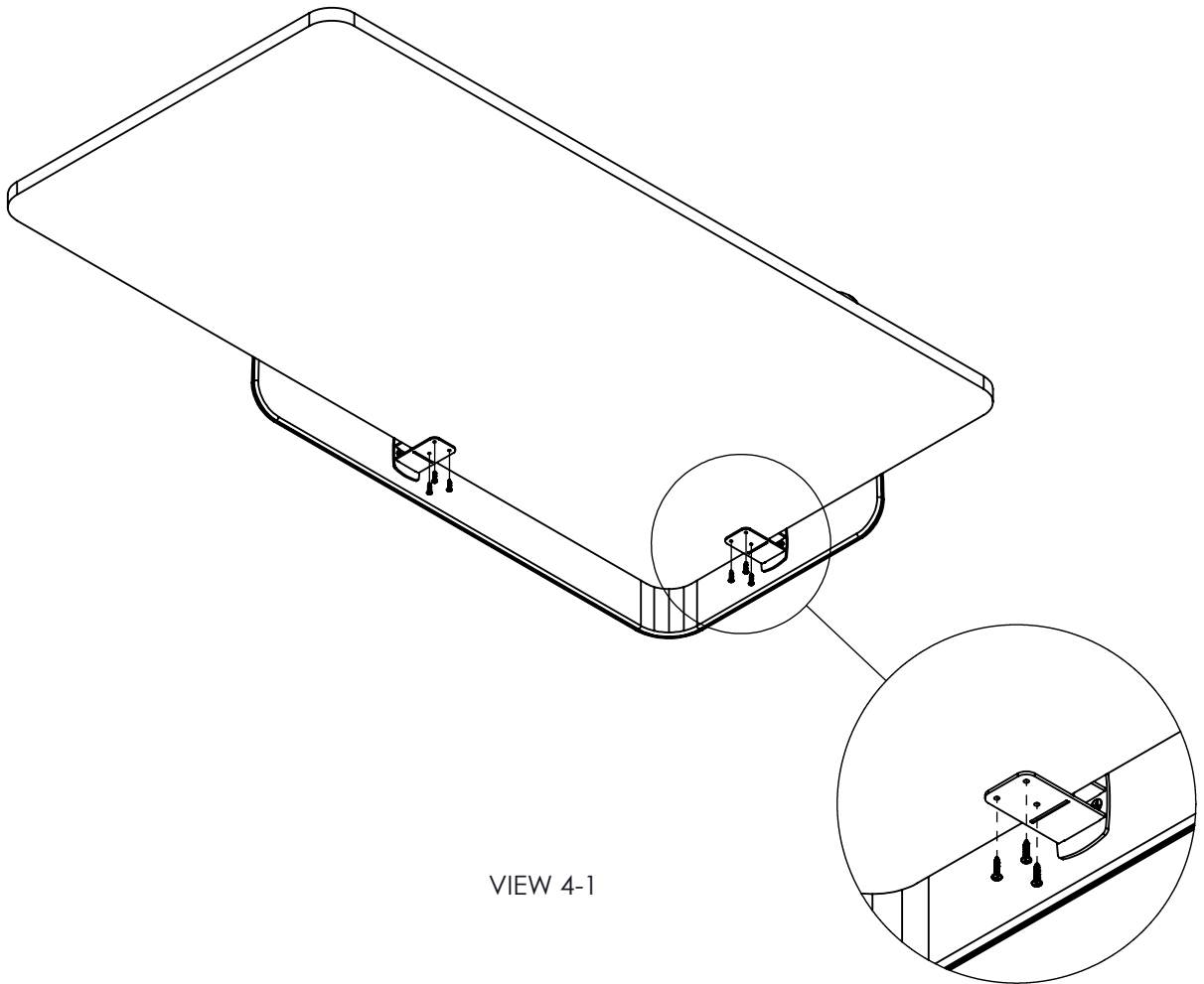
VIEW 3-1

**Hinged screens with fixed brackets**

Tools required:

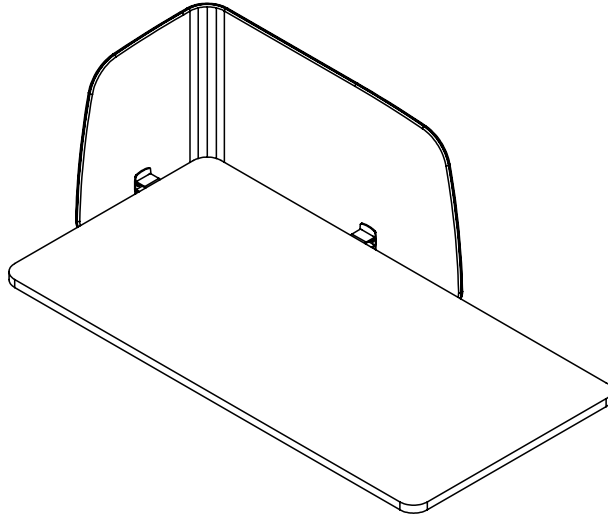
- #3 Phillips screw driver

7. Attach the mounting bracket to the bottom side of the surface using 6x #8 x 3/4" screws

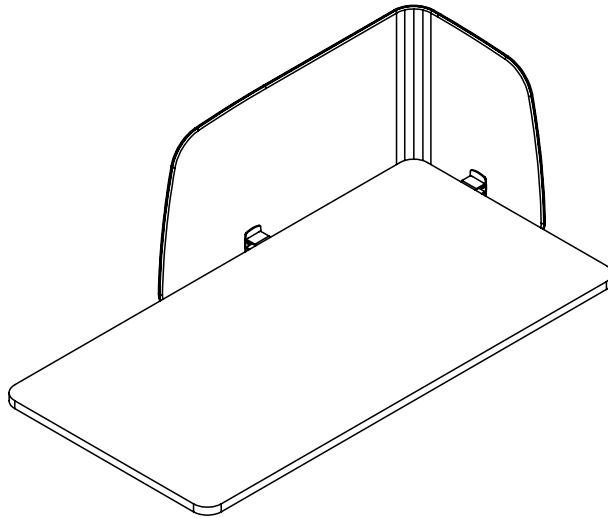


**Hinged screens with removable brackets**

Hinged screens can be installed on left and right sides by flipping screen 180°



SCREEN MOUNTED ON LEFT



SCREEN MOUNTED ON RIGHT

**Hinged screens with removable brackets**

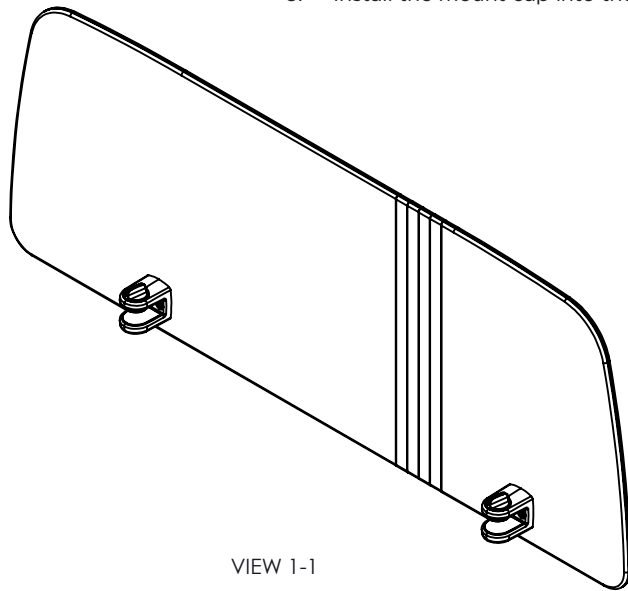
Tools required:

- #3 Phillips screw driver

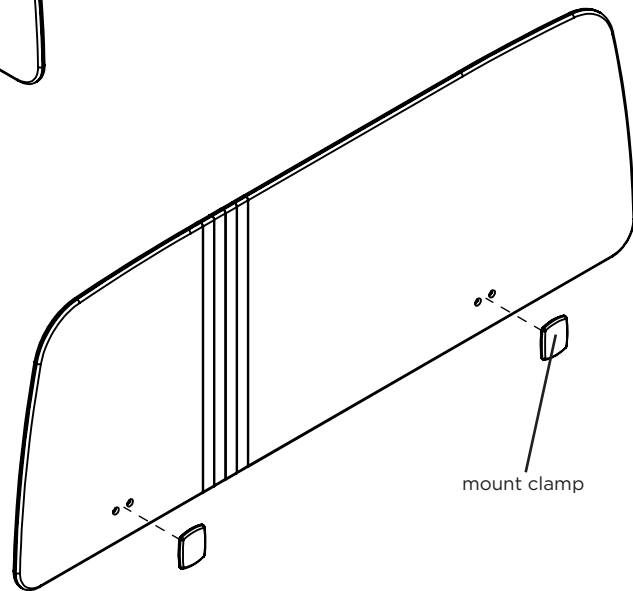
These instructions will be written explaining how to install as a right mounted screen. To create a left mounted screen, flip the screen over 180°

View 1-1 shows how to tell user vs approach of screen for these instructions, note that the bend area is closer to the right side.

1. Rotate screen to view the approach side
2. Locate the 4 holes for mounting
3. Install the mount cap into the back side of the screen as seen in view 1-2



VIEW 1-1



APPROACH SIDE OF SCREEN

VIEW 1-2

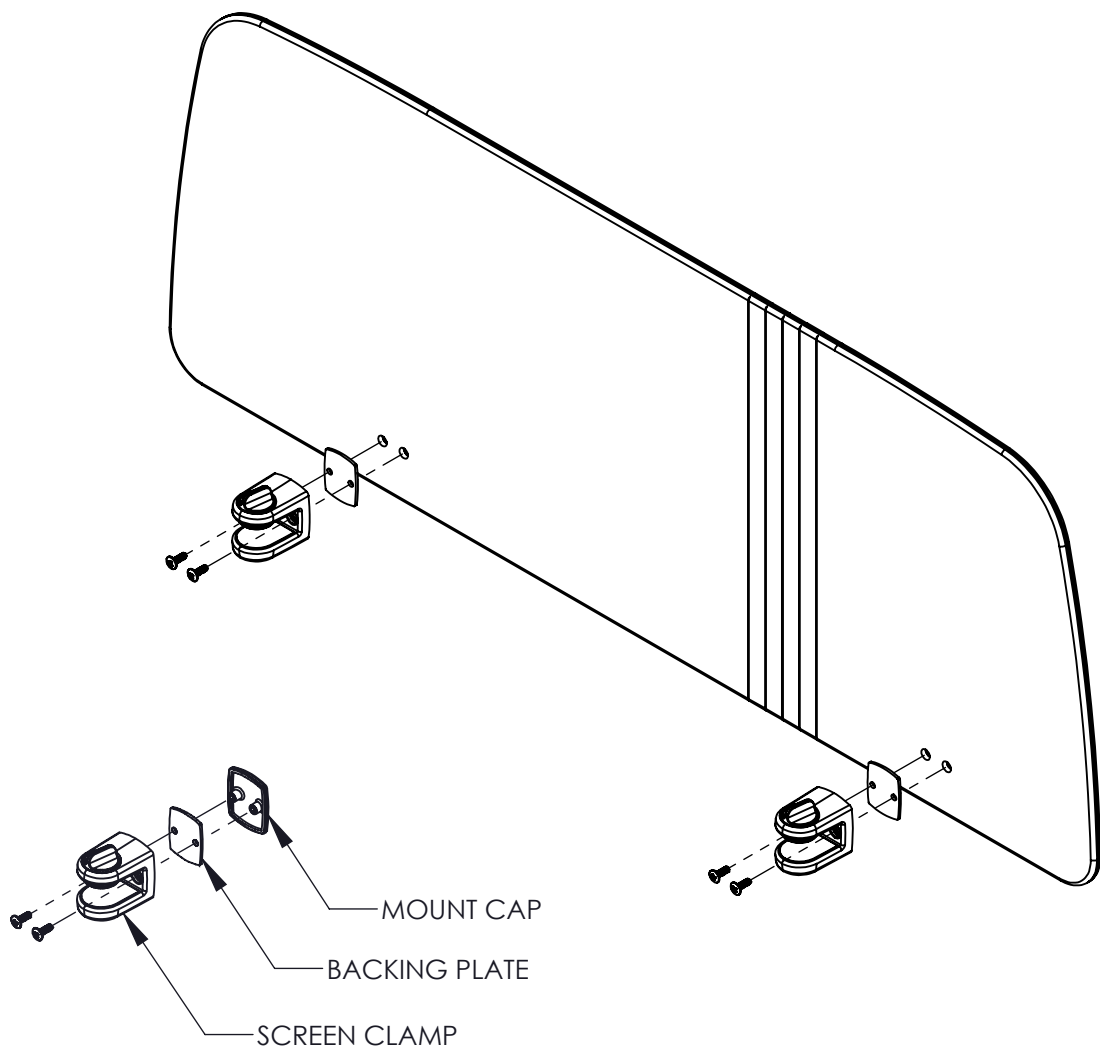
**Hinged screens with removable brackets**

Tools required:

- #3 Phillips screw driver

4. Rotate the screen so the user side is facing up
5. Install screen clamp and backing plate as shown
6. Install the screen clamp to the front using the supplied 4X 1/4-20 x 3/4" truss head screws seen in view 2-1

Be careful not to over torque the screws if using a cordless drill



VIEW 2-1

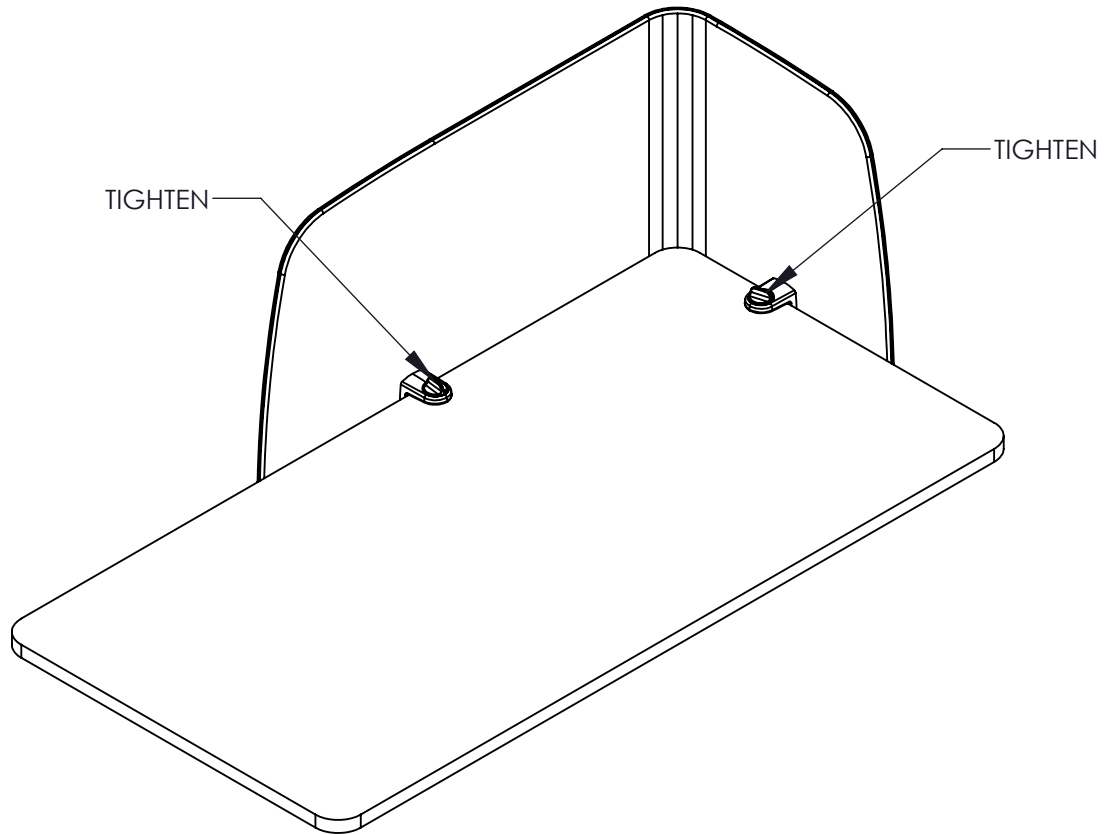
**Hinged screens with removable brackets**

Tools required:

- #3 Phillips screw driver

7. Move screen with mounting bracket to the right hand corner of the table
8. Bend screen around corner as shown making sure the center pleat is in the center of the corner
9. tighten screen clamp to work surface

MOVE SCREEN INTO PLACE



VIEW 3-1