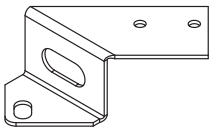
Assembly & Installation Instructions: Tranquility Panel Desk Mounting Kit, TRQ-MNT-DESK3PNL-BA

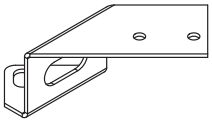
Workrite ergonomics®

Parts Included

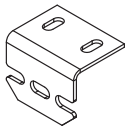
A Rear Corner Desk Mount, Left
Qty: 1



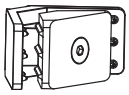
B Rear Corner Desk Mount, Right
Qty: 1



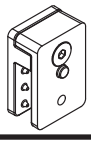
C Front Desk Mount, Left & Right
Qty: 2



D Rear Corner Clamp Assembly
Qty: 4



E Front Clamp Assembly
Qty: 2

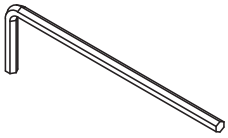


Hardware Kit

F #12 × ¾" Pan Head Phillips Screws
Qty: 8

G M6 × 8 mm Button Head Screws
Qty: 4

H 4 mm Allen Wrench
Qty: 1



Required, Sold Separately

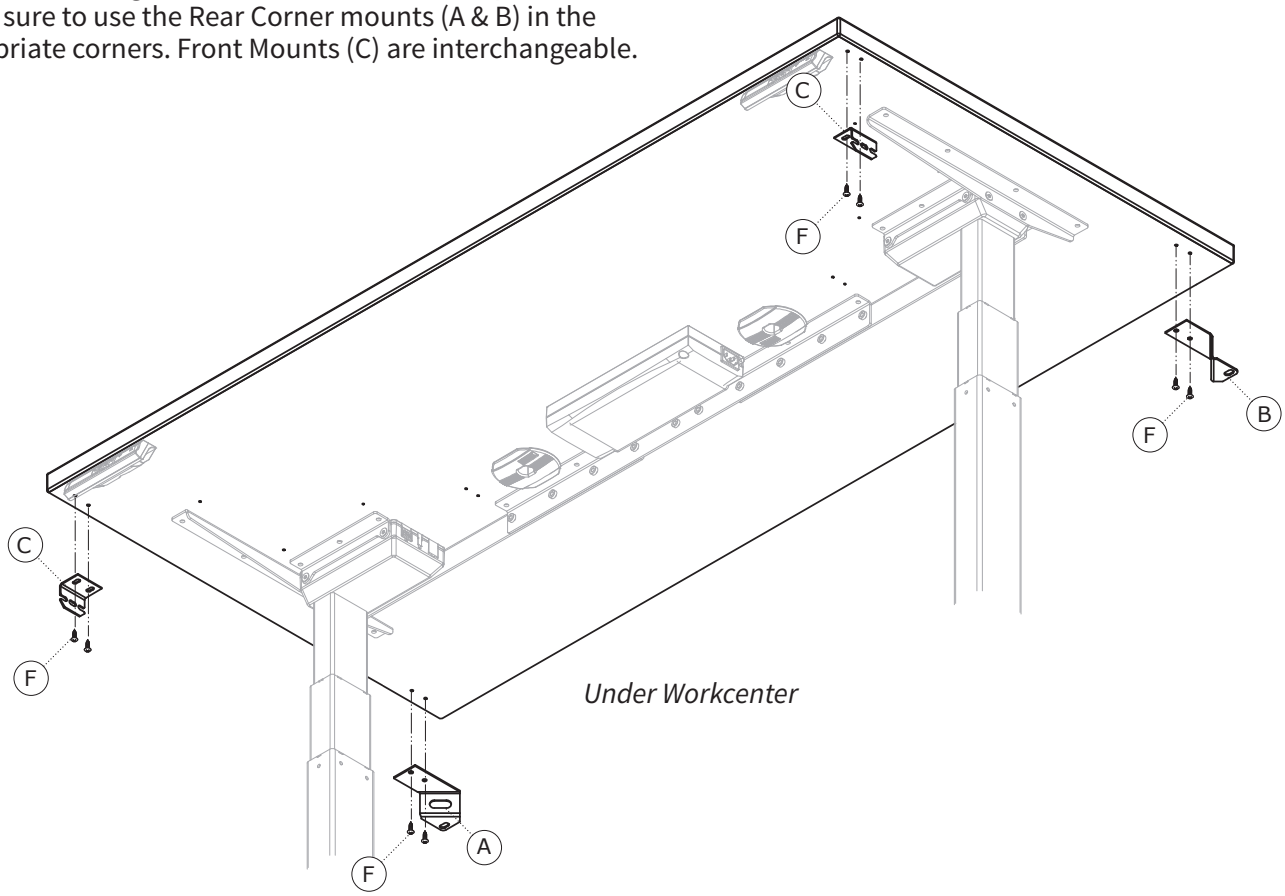
Tranquility Panels
Workrite Workcenter with pre-drilled top

Tools Required

4 mm Allen Wrench (H) included
#2 tip Phillips screwdriver or drill/driver
Tape

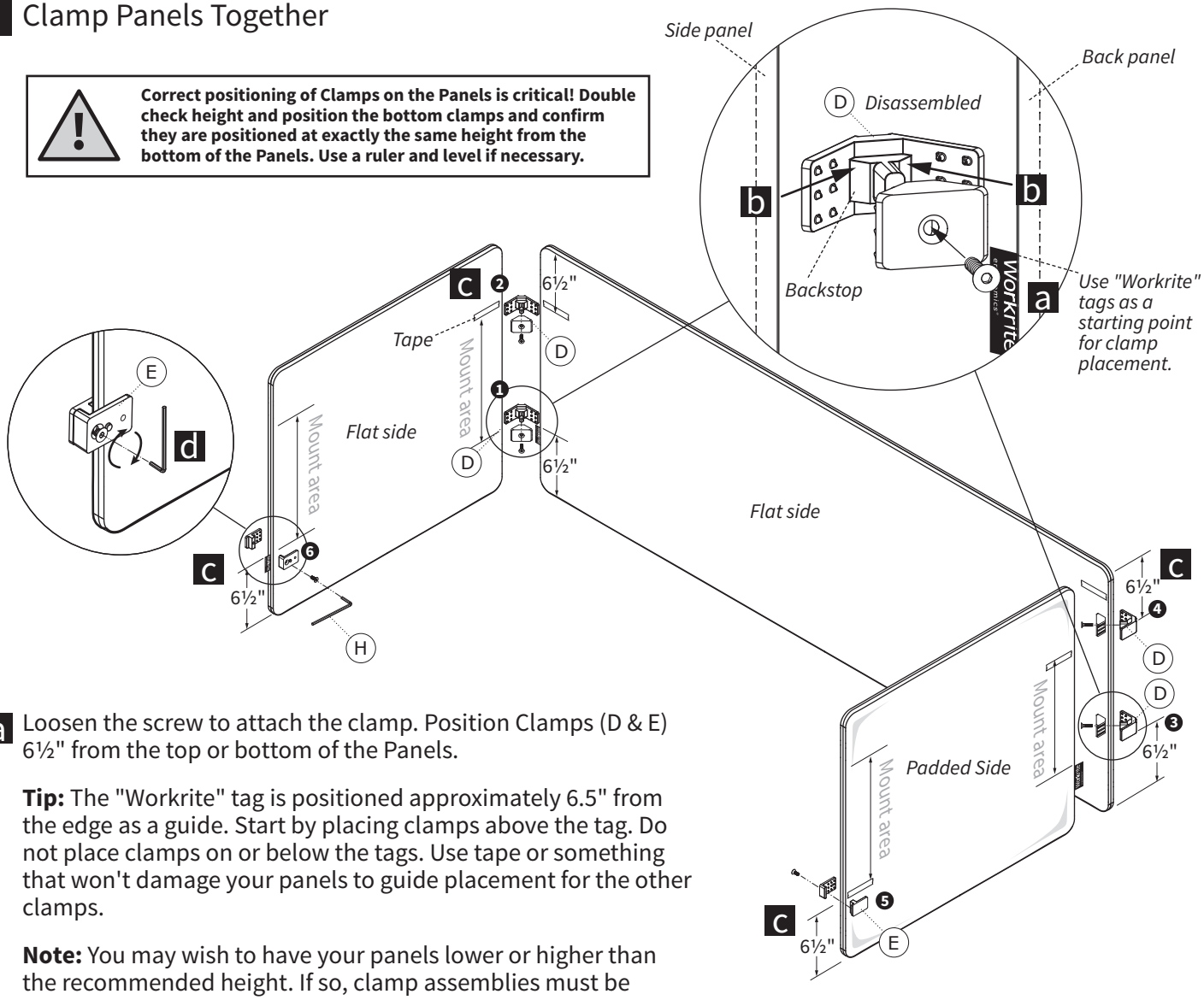
1 Attach Mounts to Bottom of Workrite Pre-Drilled Worksurface

Attach the four Mounts to underside of worksurface into pre-drilled holes using the #12 × ¾" Pan Head Phillips Screws (F). Be sure to use the Rear Corner mounts (A & B) in the appropriate corners. Front Mounts (C) are interchangeable.



2 Clamp Panels Together

Correct positioning of Clamps on the Panels is critical! Double check height and position the bottom clamps and confirm they are positioned at exactly the same height from the bottom of the Panels. Use a ruler and level if necessary.



a Loosen the screw to attach the clamp. Position Clamps (D & E) 6½" from the top or bottom of the Panels.

Tip: The "Workrite" tag is positioned approximately 6.5" from the edge as a guide. Start by placing clamps above the tag. Do not place clamps on or below the tags. Use tape or something that won't damage your panels to guide placement for the other clamps.

Note: You may wish to have your panels lower or higher than the recommended height. If so, clamp assemblies must be attached within the designated "mount area." Take care that the panels will not interfere with any objects above or below the workcenter as it moves and that the structure is rigid and stable when assembled.

b Insert the Side Panel and Back Panel into the clamp, making sure the panel rests against the backstop. Note that the flat sides of the panels face inwards and the padded sides face outward.

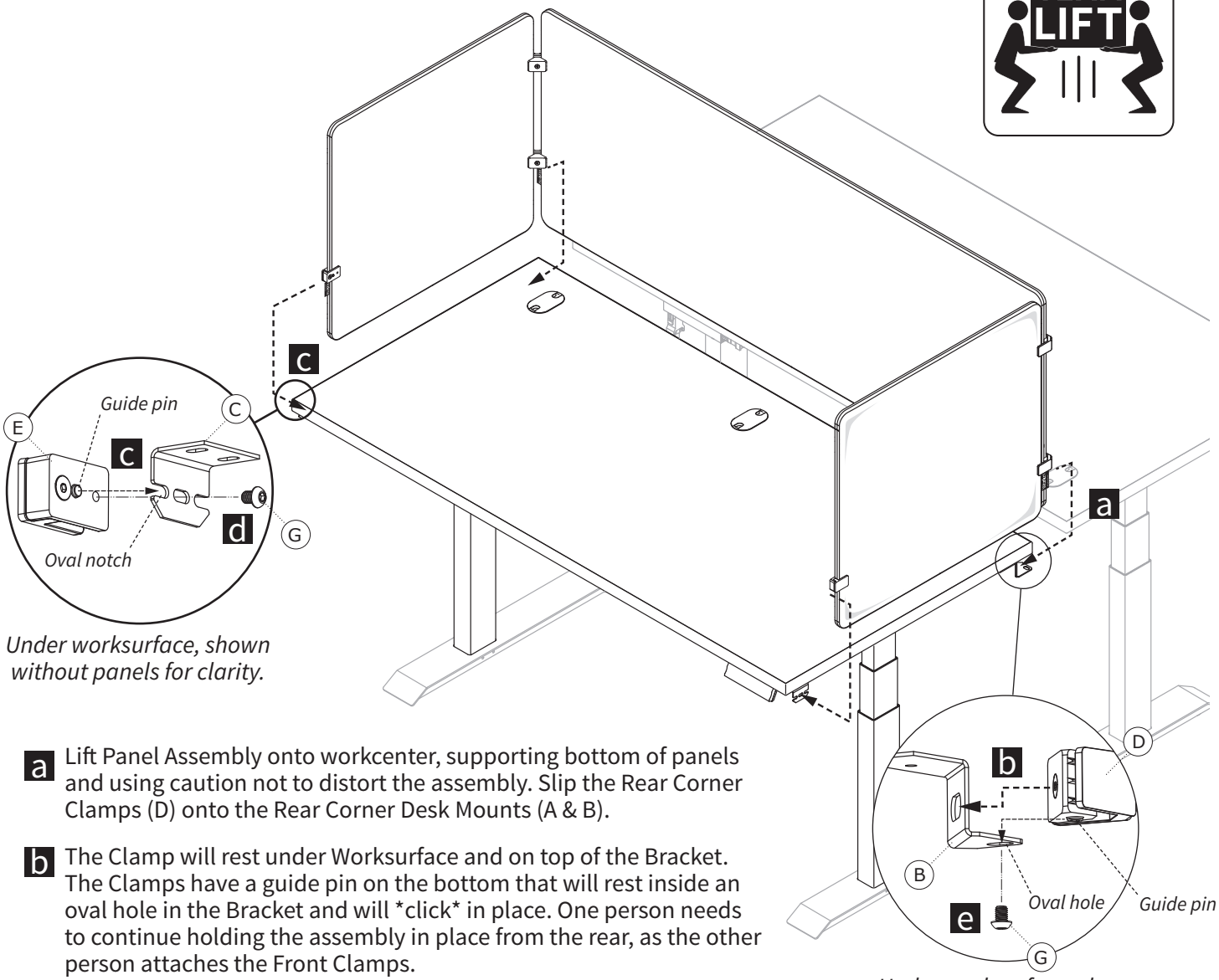
c Clamp the Panels in place using the 4 mm Allen Wrench (H). Suggested Sequence of assembly is listed ❶, ❷, ❸, ❹, ❺, ❻.

Note: Rear Corner Clamps (D) need to be tightened until secure, being careful not to pinch the panel material any more than necessary yet have the panel securely held.

d Front Clamps (E) can be tightened all the way until the two back sides of the clamps meet and Clamp is securely fastened to Panel.

3 Attach Panel Assembly to Mounts on Worksurface

Note: This step must be performed by two people.



Under worksurface, shown without panels for clarity.

Under worksurface, shown without panels for clarity.

a Lift Panel Assembly onto workcenter, supporting bottom of panels and using caution not to distort the assembly. Slip the Rear Corner Clamps (D) onto the Rear Corner Desk Mounts (A & B).

b The Clamp will rest under Worksurface and on top of the Bracket. The Clamps have a guide pin on the bottom that will rest inside an oval hole in the Bracket and will *click* in place. One person needs to continue holding the assembly in place from the rear, as the other person attaches the Front Clamps.

c Attach the Front Clamps (E) to the Front Desk Mounts (C) by slipping the Clamp onto the Mount. The Front Clamps and Mounts also have a guide pin and oval notch to guide the assembly.

d Once in place, attach the Front Clamps (E) to the Front Mounts (C) with the M6 × 8 mm Button Head Screws (G).

e With Front Clamps and Mounts attached, then attach the Rear Corner Clamps (D) to the Rear Corner Brackets (A & B) with the remaining M6 × 8 mm Button Head Screws (G).

3 Reposition Panels if Needed

Since the Tranquility Panels and Clamp positioning are flexible, they may require last minute adjustments to make panels level, square and keep them from interfering with objects as your workcenter is raised or lowered.

Simply loosen the clamps with the included 4 mm Allen Wrench and reposition the panes accordingly. Tighten securely once positioned correctly.

✓ Cleaning Instructions

Vacuum clean regularly. Professional dry cleaning is recommended for treating marks or stains.

For self treatment, treat stains immediately by wiping clean with pH neutral soap and a damp cloth.