

# Post Mount Screens

## INSTALLATION INSTRUCTIONS

### ASSEMBLY TOOLS REQUIRED:

- Rubber Mallet
- 3/32" Allen Wrench
- Screw Driver with #2 Phillips Bits
- 1/8" Dia. Drill Bit

### DISASSEMBLY TOOLS REQUIRED:

- 2in Flexible Plastic Putty Knife
- 3/32" Allen Wrench
- Screw Driver with #2 Phillips Bits
- Pliers

### PARTS INCLUDED:

Item:	Description:
1	Back Acrylic
2	Side Acrylic
3	Mounting Post with Set Screw
4	Mounting Plate
5	Gasket
6	Mounting Screw
7	Double Sided Adhesive Tape
8	Corner Bracket

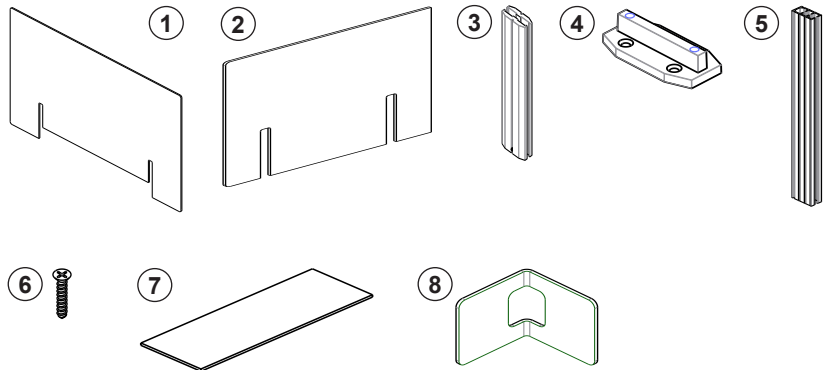
**NOTE: Inspect the contents of the box for shipping/handling damage. Make sure you have all the parts before proceeding.**

### INSTALLATION INSTRUCTIONS:

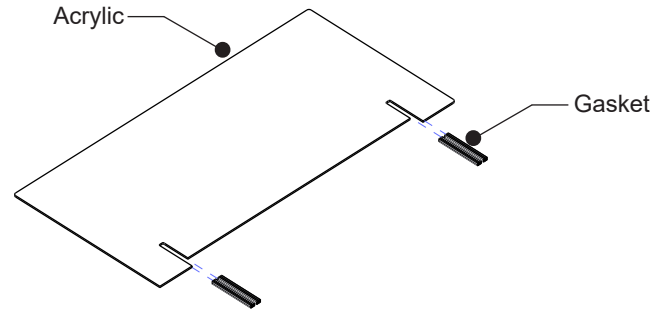
#### SINGLE SCREEN MOUNTING:

**NOTE: Single Screens can only be mounted using provided Mounting screws. Do not use Double Sided Tap for Single Screen attachment.**

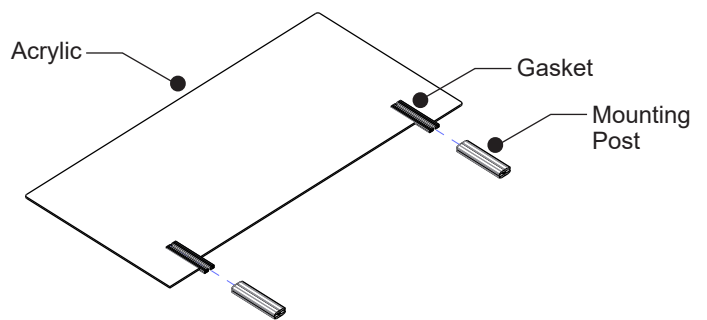
1. Slide the four Gaskets on to the Acrylic. **(FIG. 1)**
2. Slide the Mounting Posts on to the Gaskets and Acrylic. A Rubber Mallet may be needed to tap the Mounting Posts in to place. **(FIG. 2)**
3. Attach the Mounting Plates to the bottom of the Posts and using a 3/32" Allen Wrench tighten the Set Screw to hold in place. **(Fig. 3)**
4. Position the assembly in the final location and, using a pencil, mark the location of the Mounting Plates on the Desk Tops. Remove the Mounting Plates and reposition them using the marked locations. Mark the hole locations on the Desk Tops. Using the 1/8" dia. Drill, drill holes 1/2" deep in each Screw location.



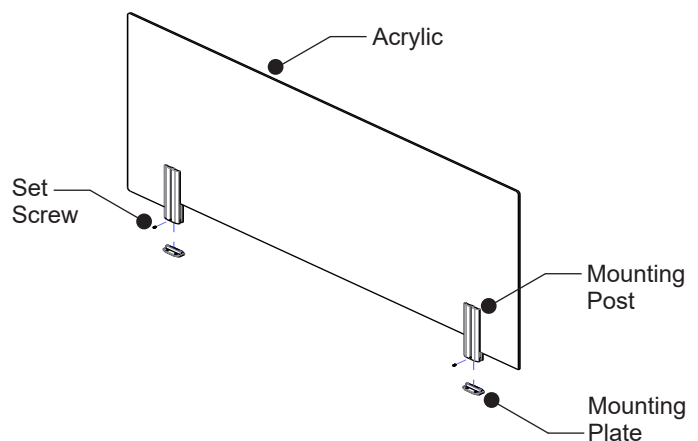
**FIG. 1**



**FIG. 2**

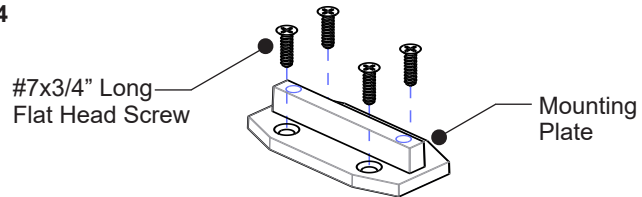


**FIG. 3**



- Using the #7x3/4" long flat head screws fasten the Mounting Plates to the worksurface. (FIG. 4) Re-assemble the Acrylic and Posts assembly to the Mounting Plates and tighten the Set Screws to complete the assembly.

FIG. 4



**U-SHAPE SCREEN MOUNTING:**

- Repeat sets 1 through 3 of Single Screen Mounting for one Back Screen and Two Side Screens.

**Note:**

U-Shape Screens can be mounted using either the provided Mounting Screws or Double Sided Adhesive Tape.

**Note:**

Always install the Back Screen to the worksurface first. Dry fit the Back Screen & Side Screens in place before drilling for Mounting Screws or applying Double Side Tape to your worksurface.

FIG. 5A

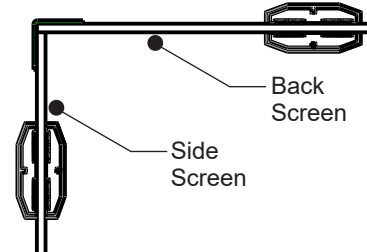
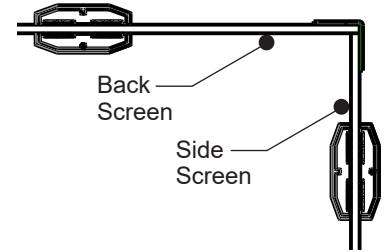


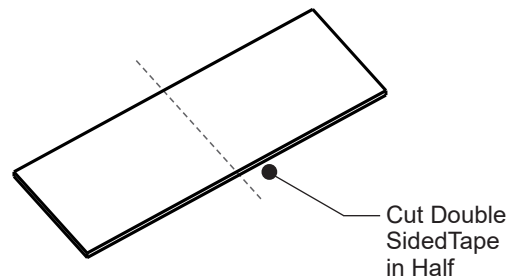
FIG. 5B



**IF MOUNTING WITH SCREWS:**

- Position the assembled Back Screen in its final location and, using a pencil, mark the location of the Mounting Plates on the worksurface. Remove the Mounting Plates and reposition them using the marked locations. Mark the hole locations on the worksurface. Using the 1/8" dia. Drill, drill holes 1/2" deep in each screw location.

FIG. 6

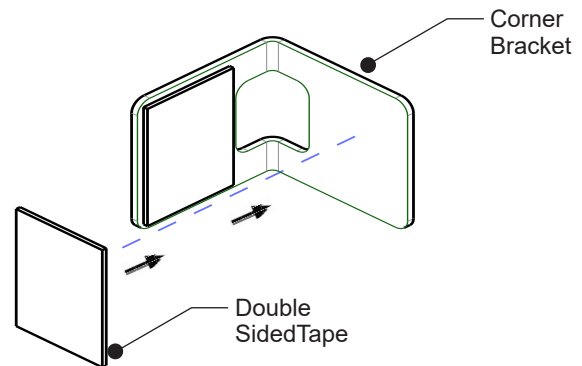


- Using the #7x3/4" long flat head screws fasten the Mounting Plates to the worksurface. (FIG. 4) Re-assemble the Acrylic and Posts assembly to the Mounting Plates and tighten the Set Screws.

- Once the Back Screen is in place, repeat steps 7 & 8 for mounting the Side Screens. Note the intended orientation of the Side Screens relative to the Back Screen location. (FIG. 5A & 5B)

- Cut one piece of Double Sided Tape in to two pieces. (FIG. 6) Peel off one side of the protective backer and place two pieces of Tape on the inside surfaces of the Corner Bracket. (FIG. 7) Leave the remaining piece of protective backer on until ready to attach to the Acrylic. Repeat for all four Corner Brackets

FIG. 7



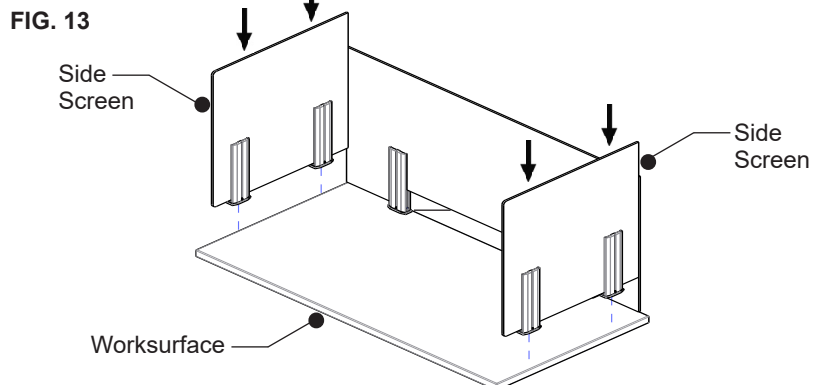
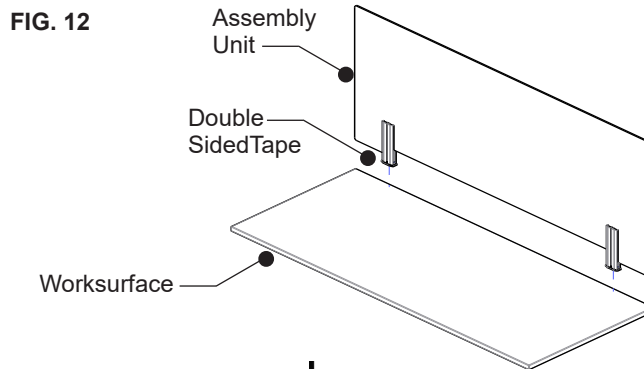
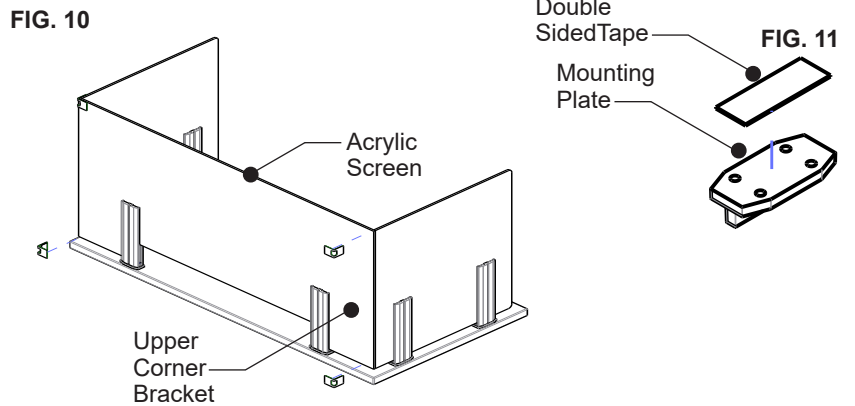
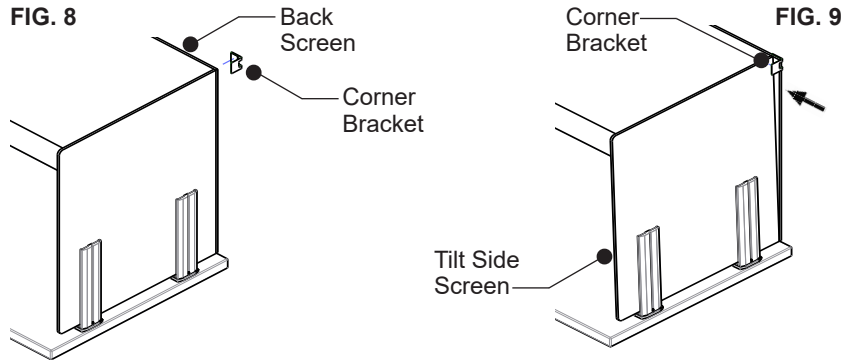
- Attach one surface of the Corner Bracket to the Back Screen first. (FIG. 8) Slightly tilt in the Side Screen and attach the other surface of the Corner Bracket. (FIG. 9) Press the Corner Bracket firmly to the Acrylic for a minimum of 30 seconds. The Corner Brackets should be placed in the upper and lower most positions of the corners. Repeat for the other three Corner Brackets. (FIG.10)

**IF MOUNTING WITH DOUBLE SIDE TAPE:**

- Remove the protective backer from one side of the Double Sided Tape and attach to the bottom of the Mounting Plate. Leave the remaining piece of protective backer on the Double Sided Tape until ready to install to worksurface. Attach one piece of Double Sided Tape to each Mounting Plate. (FIG. 11) Assemble the Acrylic and Posts assembly to the Mounting Plates and tighten the Set Screws.
- Clean the top of the worksurface, turn the assembled unit on it's side and peel the protective backer off the four pieces of Tape. Turn the unit right side up and place on the worksurface where desired. (FIG.12) Press firmly to the worksurface for a minimum of 30 seconds.
- Repeat steps 12 & 13 for the two Side Screens. (FIG.13) Note the intended orientation of the Side Screens relative to the Back Screen location. (FIG. 5A & 5B)
- See steps 10 & 11 for installation of the Corner Brackets.

**DISASSEMBLY INSTRUCTIONS:**

- Disassembling a U-shaped Screen start by using a 2in Flexible Plastic Putty Knife and pry off the Side AcrylicScreen from the Corner Bracket. To release the remaining attached surface of the Corner Bracket from the Back Acrylic Screen, apply a twisting rotational force to disengage the Double Sided Tape. Repeat for all four Corner Brackets.
- Using a 3/32" Allen Wrench, loosen the Set Screws that hold the Posts to the Mounting Plates. Lift the Screen and Posts off of the Mounting Plates.



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18. If the Mounting Plates are fastened to the worksurface with Screws, use a Screw Driver with a #2 Phillips Bit to remove the Screws and Mounting Plates. If the Mounting Plates are fastened to the worksurfaces using Double Sided Tape, using a pair of pliers apply a twisting rotational force to disengage the Double Sided Tape from the worksurface.

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## **CLEANING INSTRUCTIONS FOR ACRYLIC SCREENS:**

### **FIRST TIME SETUP:**

19. Do not attempt to clean immediately after removing the protective paper because the static electricity will attract dust and particles. Wait a day for the static to dissipate before cleaning.
20. Begin by removing excess dust or dirt from the surface of the Acrylic with an air hose or blow dryer set to its coolest setting (never heat acrylic). Hold the blow dryer at a 45-degree angle several inches away from the Acrylic and run side-to-side down the surface. Wipe any remaining dust with a soft, lint-free cotton microfiber cloth.
21. Once excess grime has been blown away, spray a nonabrasive Acrylic cleaner, such as Brilliance or Novus No. 1 onto a one- or two-foot-square section of Acrylic. (For an on-hand alternative, a solution of mild dish soap and water works well too.). Never use abrasive cleaners or anything containing Ammonia such as Formula 409®, Windex® or Fantastik®. Ammonia will cause your Acrylic to get cloudy and you can't reverse the effects. Bleach solutions and disinfectants are not recommended and can cause damage to the Acrylic.
22. Once the cleaner has been applied, use a soft, lint-free cotton microfiber cloth to gently wipe the surface down, again being careful to make contact only with the portion of the surface that already has cleaner on it. Continue applying the cleaner and wiping it off in small sections until you've finished the entire surface. Do not use a paper towel to clean Acrylic because it can cause scratching.