1 MOUNT SCREEN TO PRIVACY SCREEN TRACK

Screen extends from **left to right**:

cubicle panel
TOP VIEW
screen

BACK VIEW

Screen extends from **right to left**:

screen
cubicle panel
TOP VIEW

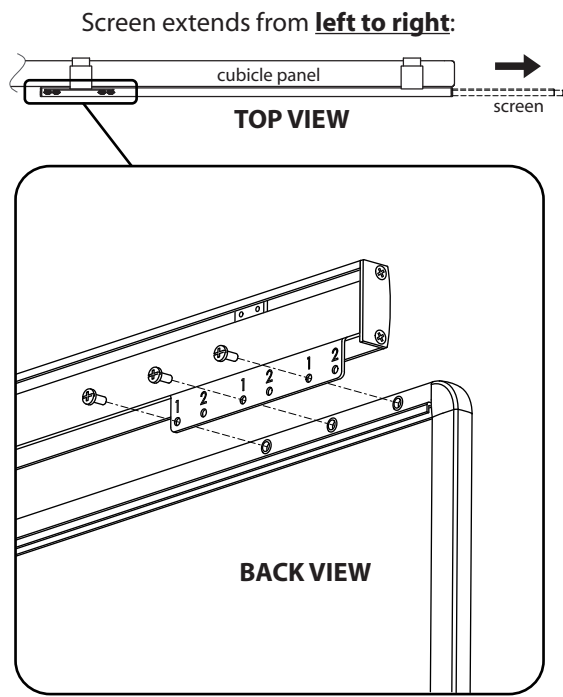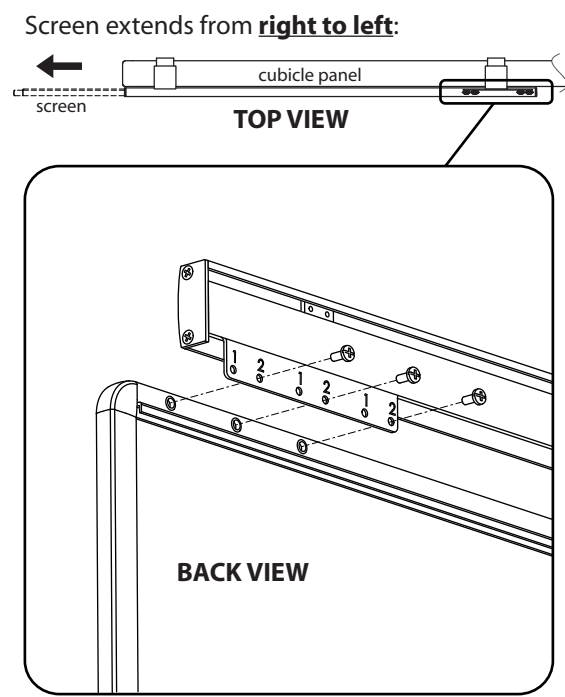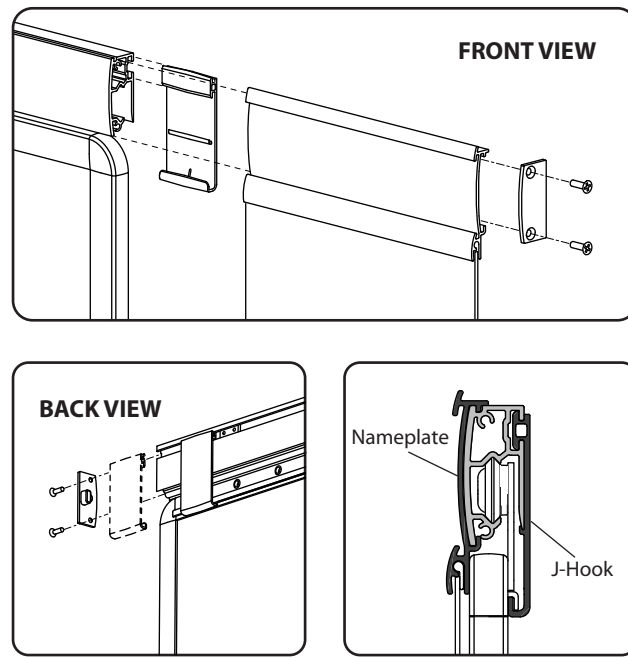**BACK VIEW**

1

For installation with screen extending from **left to right**: Insert (3) #8-32 x 3/8" Pan Head Screws through holes marked "**1**" in mounting plate into threaded nuts in screen as shown above. Tighten firmly.
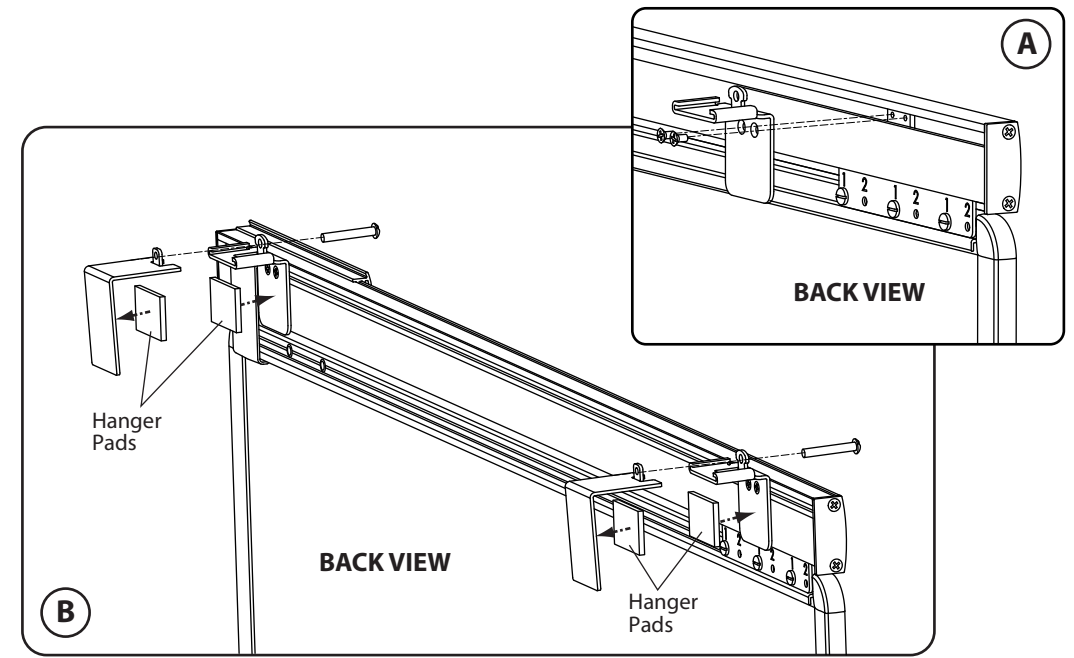
For installation with screen extending from **right to left**: Insert (3) #8-32 x 3/8" Pan Head Screws through holes marked "**2**" in mounting plate into threaded nuts in screen as shown above. Tighten firmly.

2 MOUNT J-HOOK AND NAMEPLATE

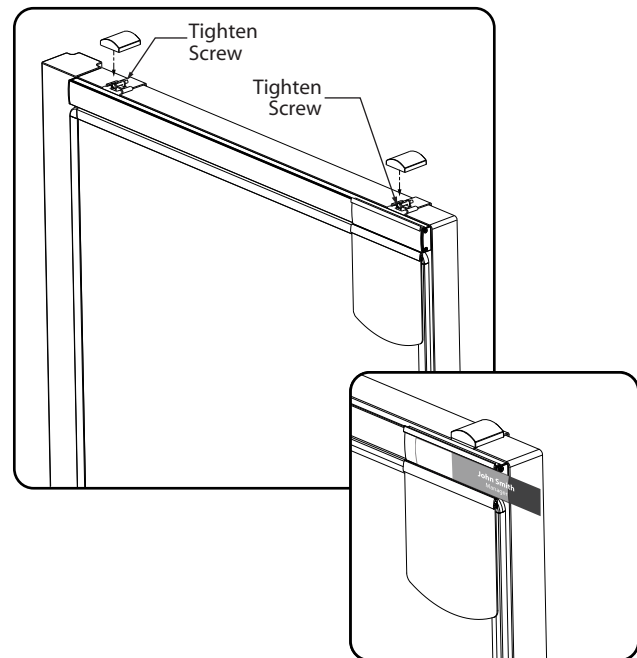**FRONT VIEW**

BACK VIEW

Nameplate

J-Hook

2

Remove track end cap on opposite end of screen mounting plate. Slide J-Hook into back channel of track. **Note:** bottom of J-Hook must engage channel in back of screen. Slide nameplate over front face of track. Replace track end cap.
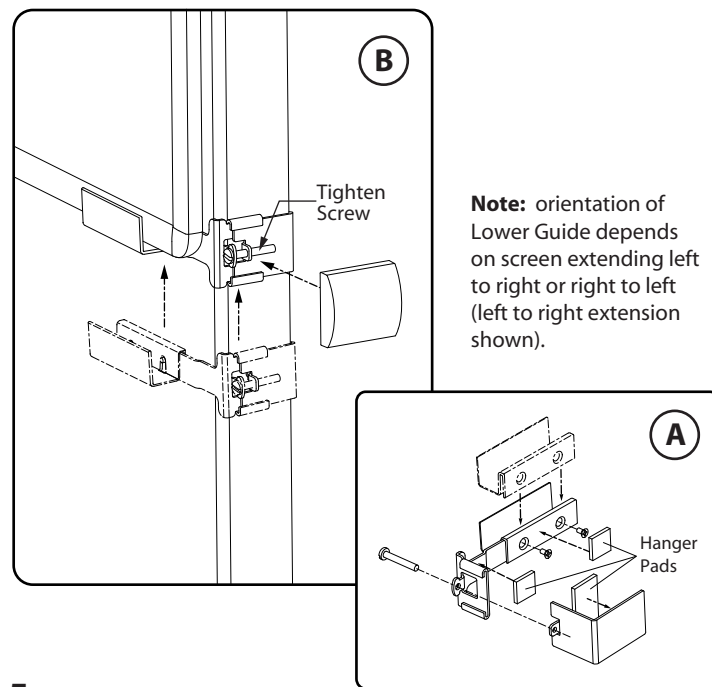
3 ATTACH PANEL HANGER BRACKETS

(A)

BACK VIEW

Hanger Pads

(B)

BACK VIEW

Hanger Pads

3

(A) Insert (2) #6-32 x 1/4" flat head screws through holes in each Outer Hanger Bracket into plates in back channel of track. Tighten firmly. **(B) For cubicle panels 1.25" to 2.25" thick:** insert #10-32 x 1-1/4" Screw through top hole of Outer Hanger Bracket into hole of Inner Hanger Bracket - **Small**. Do not tighten fully. **For cubicle panels 2.25" to 3.25" thick:** insert #10-32 x 1-1/4" Screw through top hole of Outer Hanger Bracket into hole of Inner Hanger Bracket - **Large**. Do not tighten fully.

Remove liners from hanger pads and apply to hanger brackets as shown.

4 MOUNT PRIVACY SCREEN TO CUBICLE WALL

Tighten Screw

Tighten Screw

4

Slide hanger brackets over cubicle panel and tighten screws. Align bracket covers with hanger brackets and press into place. Print name/title on sheet and cut to 7" W x 1.75" H. Slide lens from nameplate. Place printed name behind lens. Slide lens and printed name back into nameplate.

5 ASSEMBLE LOWER GUIDE AND MOUNT TO CUBICLE PANEL

B

Tighten Screw

Note: orientation of Lower Guide depends on screen extending left to right or right to left (left to right extension shown).

A

Hanger Pads

5

(A) Slide Lower Guide over Lower Hanger Bracket and insert (2) #10-32 x 1/4" screws through lower guide into hanger bracket. Tighten firmly. Follow steps in **3B** to attach the correct size Inner Hanger Bracket to the Lower Hanger Bracket and apply hanger pads as indicated. **(B)** Slide hanger bracket onto panel and position lower guide so it engages the screen but does not support it. Tighten the hanger bracket screw firmly. Press bracket cover into place.

Tool Required

Phillips Screw Driver

Parts

Privacy Screen Track (1 X)

End Cap (2 X)

Outer Bracket (2 X)

No.6-32 x 1/4" Flat Head Screw (4 X)

Screen Assembly (1 X)

J-Hook (1 X)

Inner Bracket - Small (3 X)

Inner Bracket - Large (3 X)

No.8-32 x 3/8" Pan Head Screw (3 X)

No.10-32 x 1-1/4" Pan Head Screw (3 X)

Nameplate/Dry Erase Board (1 X)

Nameplate Lens (1 X)

Hanger Pad - 1" x 1-1/2" (5 X)

Lower Bracket (1 X)

Bracket Cover (3 X)

Hanger Pad - 1" x 3/4" (2 X)

Lower Guide (1 X)

No.10-32 x 1/4" Flat Head Screw (2 X)

Quartet®

Workstation Privacy Screen
Installation Instructions

Dry Erase