

IMPORTANT SAFETY INFORMATION



WARNING, Risk of Electric Shock, Fire, and Injury. Read the **ENTIRE IMPORTANT SAFETY INFORMATION** section at the beginning of this document including all text under subheadings therein before set up or use of this product to confirm appropriate critical components and accessories are being used with the furnishing.

Max Load per base: 265lbs

DANGER – To reduce the risk of electric 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 this 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 into water. Return the furnishing to a service center for examination and repair.
5. Keep the cord away from heated surfaces.
6. Never operate the furnishing with the air openings blocked. Keep the air openings free of lint, hair, and the like.
7. Never drop or insert any object into any opening.
8. Do not use outdoors.
9. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
10. To disconnect, turn all controls to the off position, then remove plug from outlet.
11. For chairs and similar furnishings with movable parts such as foot supports the following statement: “**WARNING: Risk of Injury** – Keep children away from extended foot support (or other similar parts).”
12. For grounded products the following statement: “**WARNING: Risk of Electric Shock** – Connect this furnishing to a properly grounded outlet only. See Grounding Instructions.”
13. For loading always put heavier items at the bottom and not near the top in order to help prevent the possibility of the furnishing tipping over.
14. If a surface is not intended to support video monitors such as televisions or computer monitors, one of the following statements:
“**Warning:** Risk of Injury to Persons – do not place video equipment such as televisions or computer monitors on _____” where the blank is filled in to identify the particular surface
“**Warning: Risk of Injury to Persons** – do not use this furnishing to support video equipment such as televisions or computer monitors.”
15. Each surface intended to support a load shall have a corresponding statement in the use instructions specifying the maximum intended load for that surface in pounds and (kilograms). Refer to 31.3.1.

IMPORTANT GROUNDING INFORMATION

For a grounded furnishing, the instructions shall include those instructions in (a) – (c) applicable to the furnishing. For a double insulated furnishing the instructions shall include (d).

GROUNDING INSTRUCTIONS

a) For a grounded, cord-connected product rated max 15 amperes and intended for use on a nominal 120-volt supply circuit :

This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated in sketch 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.

b) For all other grounded, cord-connected products:

This product is for use on a circuit having a nominal rating more than 120 volts (or “This product is rated more than 15 amperes and is for use on a circuit having a nominal rating of 120 volts”) and is factory-equipped with specific electric plug to permit connection to a proper electric circuit. 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.

c) For a permanently connected product:

GROUNDING INSTRUCTIONS

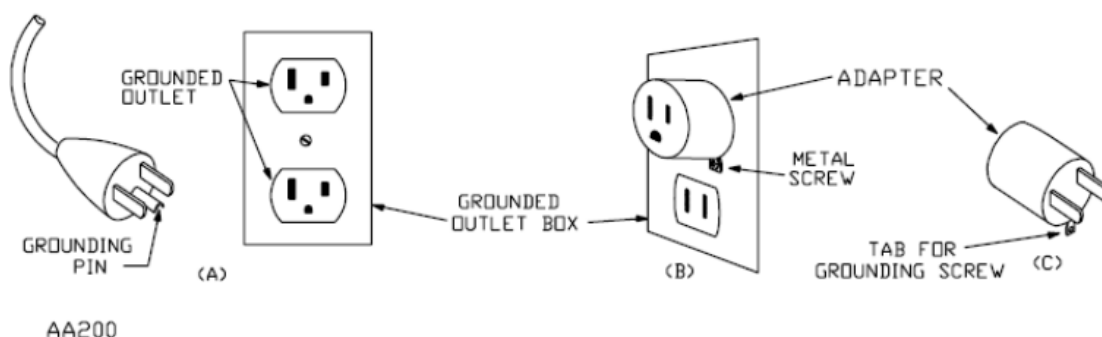
This product must be connected to a grounded metal, permanent wiring system, or an equipment-grounding conductor must be run with the circuit conductors and connected to the equipment-grounding terminal or lead on the product.

d) For a double-insulated, cord-connected product:

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.

SKETCH A



Freestanding Single Column H

Tools Required Hardware

- 3/16" Hex Drive
 - #2 Phillips Drive
 - Drill
- 4—Round Head Socket 5/16-18 X 5/8"
 4—Flathead Socket 5/16-18 X 1"
 10—Panhead Phillips #8X3/4" Wood Screw
 4—Panhead Phillips #8 X 5/8" Wood Screws
 2—Cable ties.
 1—Power supply Bracket

Installation

1. Assemble Foot to the Columns using supplied Socket Round 5/16-18 X 5/8" screws. Tighten Screws Firmly. See Figure B. **IMPORTANT:** Make sure the correct screws are used. Using longer screws may destroy the internal parts of the column.
2. Attach the crossbars on the long side of the base using supplied Socket Flat Head 5/16-18 X 1" screws. See Figure C. **IMPORTANT:** Make sure the correct screws are used. Using longer screws may destroy the internal parts of the column.

Figure A— Assembled Product

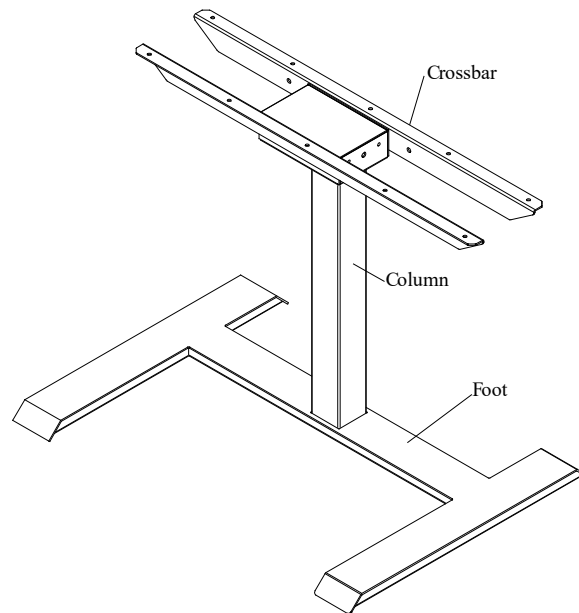


Figure B— Attach Feet

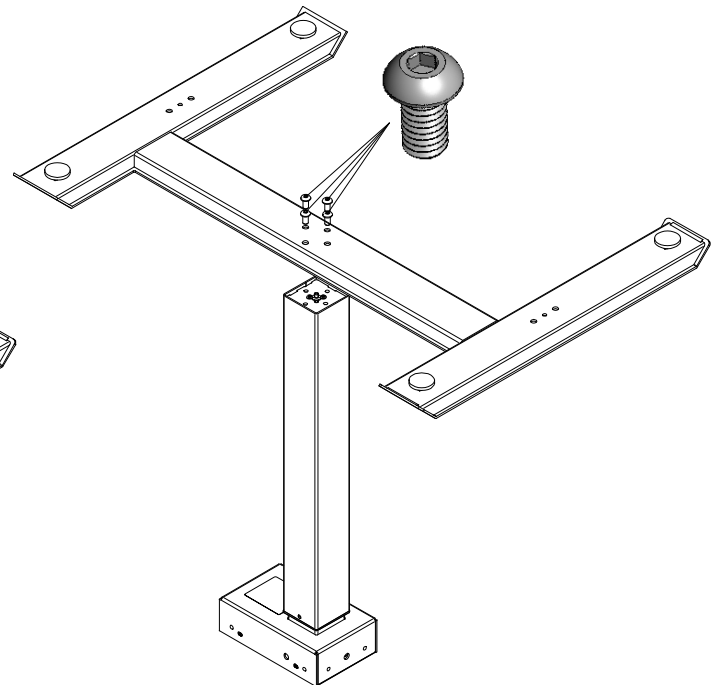
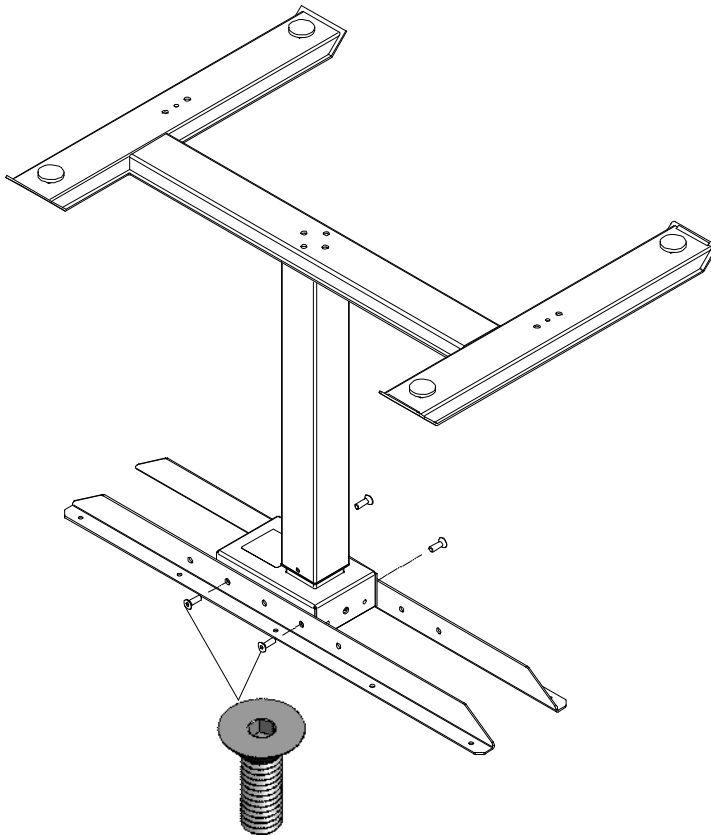


Figure C— Attach Crossbar



Freestanding Single Column H

Installation Continued

3. Attach Base to a worksurface using supplied Panhead #8X3/4", one in each hole of the crossbar See Figure D. IMPORTANT: supplied screws are designed to work with a worksurface with a minimum thickness of 3/4".
4. Using #8 X 5/8 Wood screws, Attach Power Supply Bracket between crossbars. See Figure E

Figure D– Worksurface Attachment

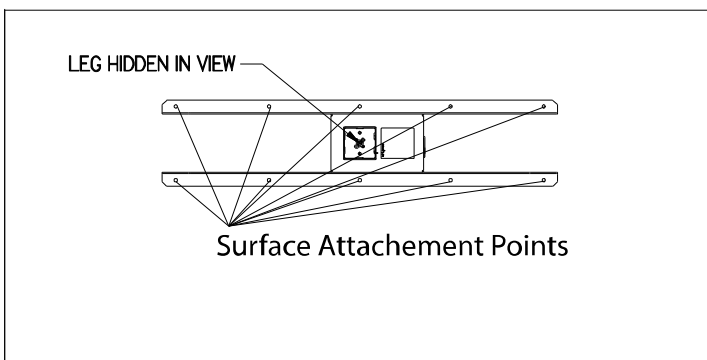
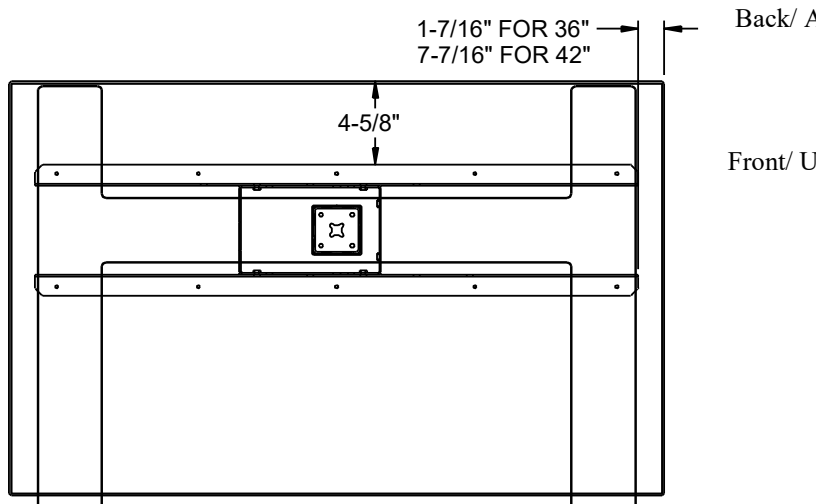
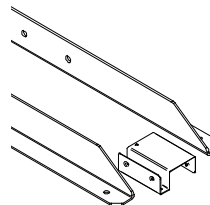


Figure E – Power Supply Bracket

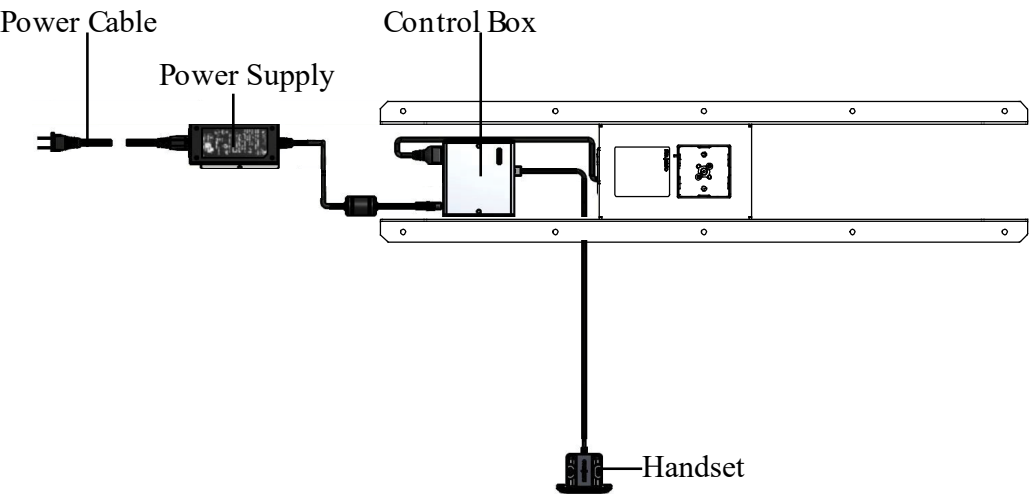


Freestanding Single
Column H

Installation Continued

5. Attach the handset to front edge of the worksurface using included #8 X 5/8" Panhead Wood Screws. Connect the cables and power supply. Ensure no cables are hanging down. See Figure F.

Figure F– Electrical Assembly



Warning Leaflet Electric

User Manual



Warning leaflet and user manual should be left on the table after completed installation.