# Assembly Instructions

#### ▲ Important ▲



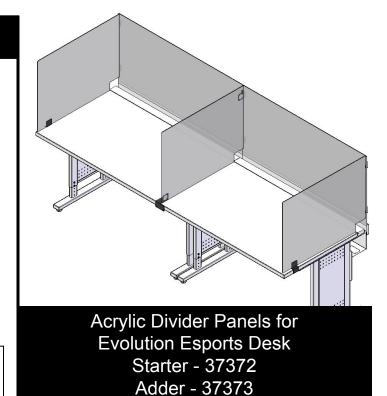
Before you begin, read and comply with all safety and operating instructions, and ensure all parts and correct quantities are included.

Any parts damaged during shipment must be reported within 5 days of receipt. To report information regarding missing parts or damage, to purchase parts or accessories, or if you have any questions, please contact us.

### www.spectrumfurniture.com

800-235-1262. 715-723-6750

Thank you for purchasing Spectrum products!

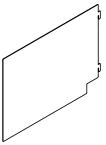




37372 - Starter

37373 - Adder

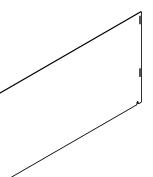
Note: When multiple desks are attached together in rows, the starter kit installs on the leftmost desk.



(2) 0159066 Side acrylic divider 30"W x 24"H



(2) 0192262 Tape disk .045" x 1.5" dia



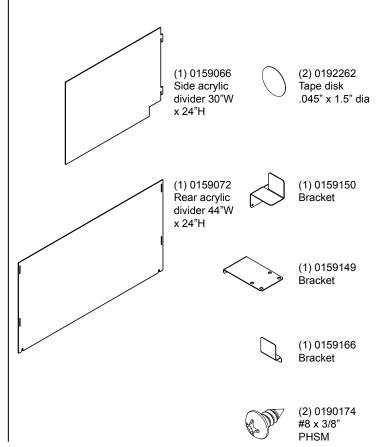
(1) 0159072 Rear acrylic divider 44"W x 24"H



(2) 0159148 Bracket



(4) 0101382 #14 x 7/8" **PHSM** 

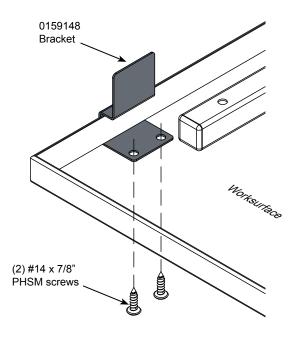


### Attach 0159148 bracket to worksurface

1. Attach the bracket to the left side of the worksurface with (2) #14 x 7/8" PHM screws as shown. Figure 1.

### 2. Attach rear divider

- 1. Loosen the (2) chair rail screws and pull the chair rail away from the desk about 1/4". Figure 2.
- Set the rear divider notches over the chair rail screws in between the chair rail and leg frames.
- 3. Retighten the chair rail screws to secure the divider. (Do not overtighten screws.)



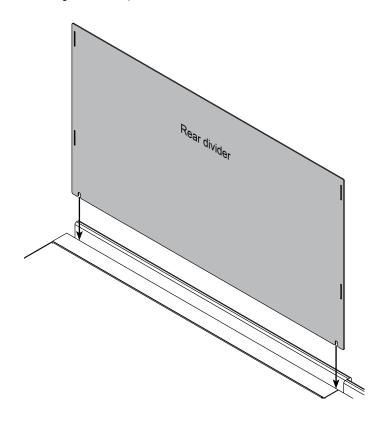
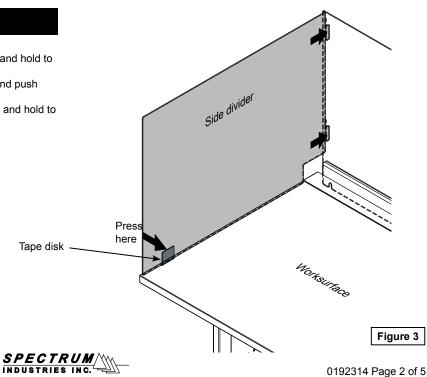


Figure 1

Figure 2

### 3. Attach left side divider

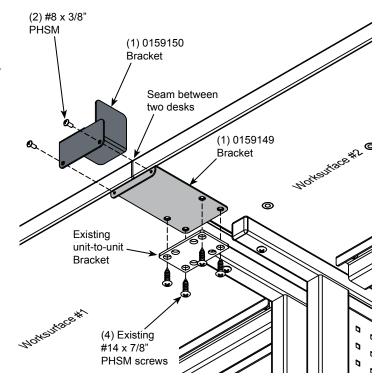
- 1. Apply one tape disk to the left-side of the bracket. Press and hold to the bracket for 30 seconds to secure. Figure 3.
- 2. Insert the left side divider tabs into the rear divider slots and push down slightly to lock into place.
- 3. With the left side divider level with the worksurface, press and hold to the tape for 30 seconds to secure.



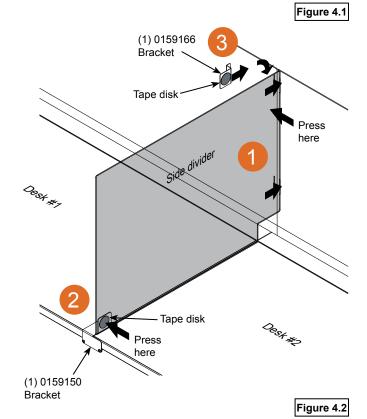
# Attach divider at seam Adder(s) and row of connected desks required - (skip to step 5 if no adders)

Note: Repeat this step for each additional desk using adder components.

- 1. Locate the seam between two desks.
- 2. From under the worksurfaces, remove the existing unit-to-unit bracket and (4) screws. **Figure 4.1**.
- Place the 0159149 bracket against the worksurface with the bend pointing downward, and re-install the unit-to-unit bracket with the removed screws.
- Attach the 0159150 bracket to the 0159149 bracket with (2) #8 x 3/8" PHSM screws.



- Apply one tape disk to the right side of the 0159150 and 0159166 brackets. Press and hold to each bracket for 30 seconds to secure. Figure 4.2.
- Insert the side divider tabs into the <u>desk #2</u> rear divider slots and push down slightly to lock into place.
- With the side divider level with the worksurface, press and hold to the 0159150 bracket tape for 30 seconds to secure.
- Install the 0159166 bracket into the upper rear divider slot of <u>desk #1</u>, and press and hold to the side divider for 30 seconds to secure.

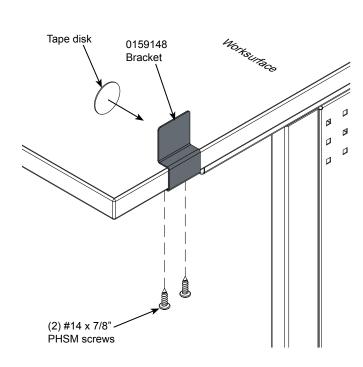


### 5. Attach 0159148 bracket to worksurface

- Attach the bracket to the right side of the worksurface with (2) #14 x 7/8" PHM screws as shown. Figure 5.
- Apply one tape disk to the left side of the bracket. Press and hold to the bracket for 30 seconds to secure

## 6. Attach right side divider

- 1. Insert the side divider tabs into the right rear divider slots and push down slightly to lock into place. **Figure 6.**
- 2. With the side divider level with the worksurface, press and hold to the tape for 30 seconds to secure.



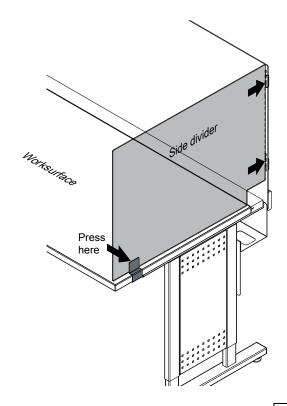
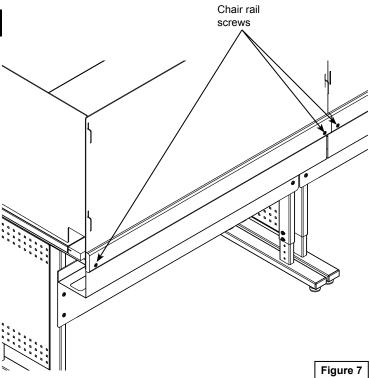


Figure 5

Figure 6

# 7. Retighten chair rail screws

 Retighten the chair rail screws to secure the divider. (Do not overtighten screws.) Figure 7.



Note: Do not flex or place excessive force on the acrylic divider panels to avoid damage.



### Cleaning Recommendations for Plexiglas® Acrylic Sheet

Altuglas International recommends to **CLEAN** Plexiglas® acrylic sheet using soap and water. Here is a link to our *PLEXIGLAS® SHEET: Handling and Maintenance* guidelines: <a href="https://www.plexiglas.com/export/sites/plexiglas/.content/medias/downloads/plexiglas-expert-pdf/Fabrication-Guidelines-Plexiglas-Handling-and-Maintenance.pdf">https://www.plexiglas.com/export/sites/plexiglas/.content/medias/downloads/plexiglas-expert-pdf/Fabrication-Guidelines-Plexiglas-Handling-and-Maintenance.pdf</a>

Wash Plexiglas® sheet with a mild soap or detergent and a lukewarm water solution. Use a clean soft cloth or sponge and as much solution as possible. Rinse well. Dry by blotting with a damp cloth or chamois.

Plexiglas® acrylic sheets have excellent **CHEMICAL RESISTANCE** to ammonia based and chlorine based cleaners under ambient conditions for relatively short durations. Do not use cleaners that contain alcohol. The chemical resistance of Plexiglas® acrylic sheet will vary with the stress level, temperature, reagent, duration of exposure and specific Plexiglas® acrylic sheet used in the application. Altuglas International recommends that parts made from Plexiglas® acrylic sheets be tested with all reagents under appropriate conditions for the end-use application.

### Differences between *Cleaning* and *Disinfecting* a surface<sup>1</sup>.

Cleaning refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

<sup>1</sup> Cleaning and Disinfecting definitions copied from the CDC website: Clean & Disinfect; Interim Recommendations for US Households with Suspected/Confirmed Coronavirus Disease 2019 (<a href="https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html">https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html</a>) March 24, 2020. Altuglas International has never tested any procedure or product to disinfect Plexiglas® acrylic sheet and has not independently verified any information provided on the CDC website.

The statements, technical information and recommendations contained herein are believed to be accurate as of the date hereof. Since the conditions and methods of use of the product and of the information referred to herein are beyond our control, Altuglas International/Arkema expressly disclaims any and all liability as to any results obtained or arising from any use of the product or reliance on such information; NO WARRANTY OF FITNESS FOR ANY PARTICULAR PURPOSE, WARRANTY OR MERCHANTABILITY OR ANY OTHER WARRANTY EXPRESS OR IMPLIED, IS MADE CONCERNING THE GOODS DESCRIBED OR THE INFORMATION PROVIDED HEREIN. The information provided herein relates only to the specific product designated and may not be applicable when such product is used in combination with other materials or in any process. The user should thoroughly test any application before commercialization. Nothing contained herein constitutes a license to practice under any patent and it should not be construed as an inducement to infringe any patent and the user is advised to take appropriate steps to be sure that any proposed use of the product will not result in patent infringement. Plexiglas® is a registered trademark belonging to Arkema.

Altuglas International 03-30-20