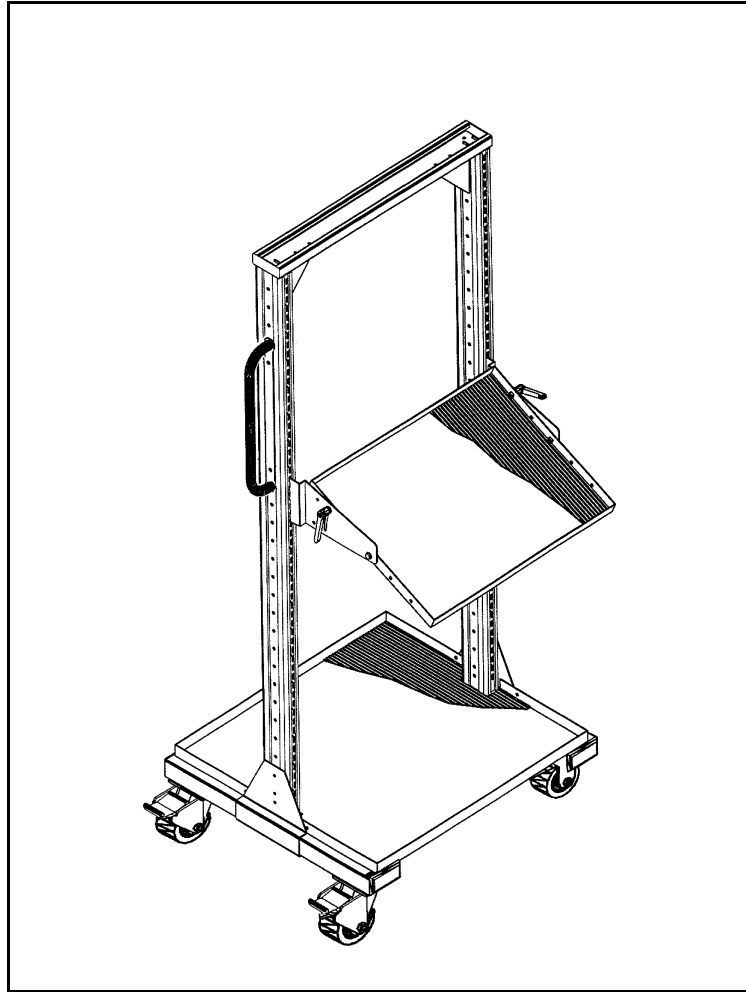


# Chapter 2

## Assembling the FlexWorks® FloorStand



# Assembly Instruction for the FlexWorks FloorStand

## SAFETY PRECAUTIONS

**WHEN ASSEMBLING A MOBILE FLOORSTAND, MAKE SURE YOU APPLY THE BRAKES TO THE CASTERS TO ENSURE THE FLOORSTAND REMAINS STABLE.**

**MAKE SURE BOTH OF THE SWIVEL CASTERS ARE INSTALLED ON THE SAME SIDE OF THE BASE.**

## REQUIRED TOOLS

Philips Head Screwdriver

Flathead Screwdriver

Rubber Head Mallet

Adjustable Wrench

Socket Wrench

Allen Head Wrench Set

2 blocks of wood or other sturdy objects to support the Uprights during assembly (12" high for assembling the FloorStand with a Centered Frame, or 8" or 16 ½" high for assembling the FloorStand with an Offset Frame)

## Attaching the Casters or Leveling Glide Brackets to the Base

- 1 Turn the Base upside down so that the caster hole patterns are facing up.
- 2 Line up the Caster (#31) or Leveling Glide Bracket (#13) (if assembling a Stationary FloorStand) starting from the outer hole patterns.

**Note:** *Rigid or swivel casters should be mounted on the same side of the base channel.*

**Note:** *It is suggested that you mount the rigid casters with the grease holes facing the outside of the FloorStand. This will make it easier to grease the wheels when needed.*

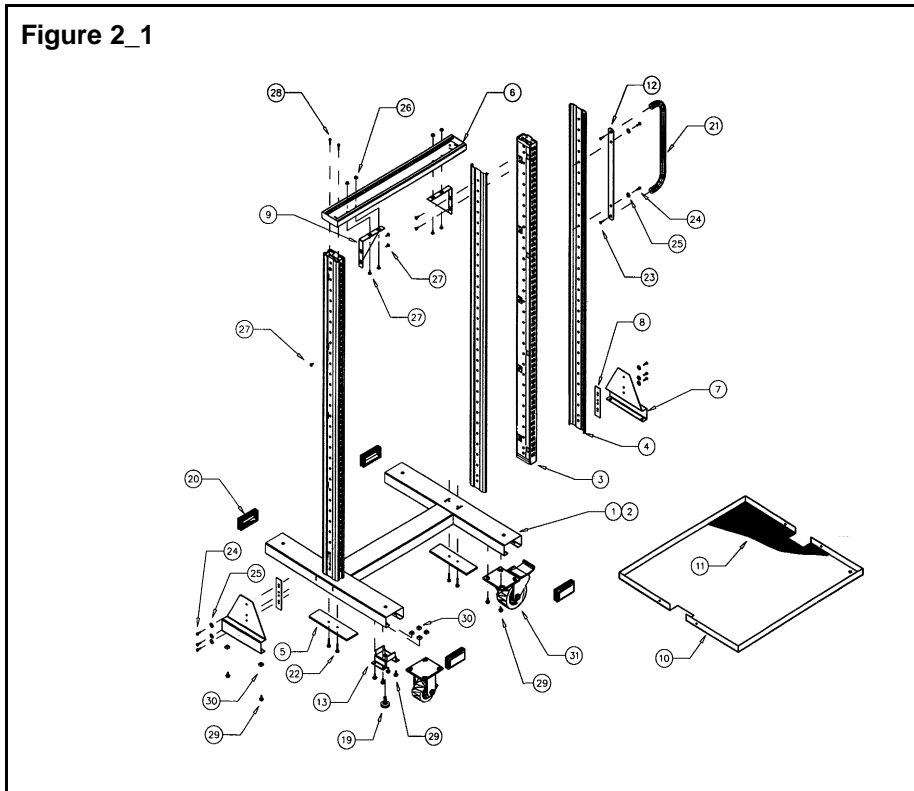
- 3 Secure each Caster (#31) or Glide Bracket (#13) with the 5/16 - 18 x 5/8" Whiz Lock bolts (#29) and 5/16" - 18 Square nuts (#30). For stationary units, insert the Leveling Glide (#19).
- 4 Insert the End Caps (#20) onto each leg of the Base.

## Attaching the Uprights, Cross Member Top, and Covers

- 1 With the Base on its side, insert the tabbed end of each Upright into the Base. Use the blocks of wood or other sturdy objects to support the opposite ends of the Uprights.
- 2 Secure the Backing plate (#5) to the Base and into the threads of the each Upright with two 5/16 -18 x 1¼" Hex Head bolts (#22). Stand the unit upright.

## Attaching the Cross Member Top & Covers to each Upright

- 1 Line up the tabs at the top of each Upright with the slots on each end of the Cross Member (#6).
- 2 Using the rubber mallet, gently tap the Cross Member (#6) onto the Uprights. Secure the Cross Member (#6) to the Uprights with ¼ - 20 x ¾" Socket Cap screws (#28).
- 3 Secure a Cover to the inner and outer sides of each Upright using the ¼ - 20 x ½" Phillips Head Round screws (#27).



## Component List

The following table provides detailed information about each component in the Flexworks™ FloorStand assembly. Refer to this table if you need to order additional parts.

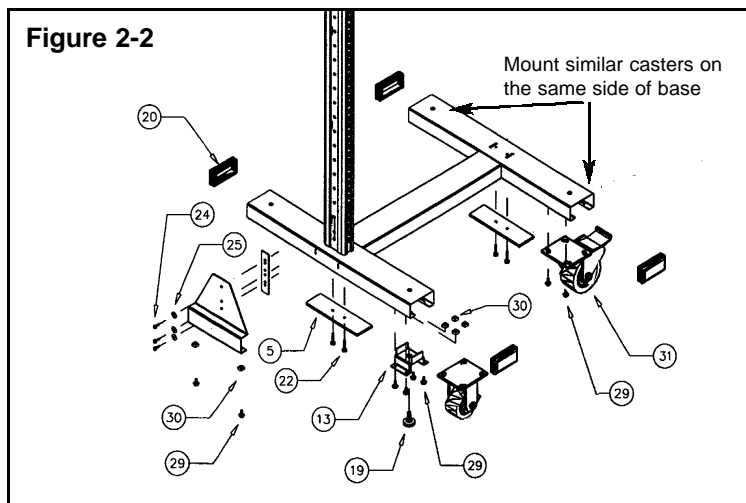
Call-out	Description	Quantity	Part Number
1	Base, Centered Frame (shown)	1	FE008A1
2	Base, Offset Frame (not shown)	1	FE009A1
3	Upright	2	FE023A1
4	Upright Cover	4	TW35001
5	Backing Plate	2	FE015A1
6	Cross Member	1	FE016A1
7	Gusset - Upright Support	2	FE017A1
8	Spacer - Upright Support	2	FE018A1
9	Gusset - Cross Member/Upright	2	FE019A1
10	Base Shelf	1	FE020A1
11	Vinyl Mat (black) for Base Shelf	1	FE024A1
12	Handle Mounting Plate	1	FE025A1
13	Leveling Glide Brackets	4	FE012A1
19	Leveling Glides	4	110667
20	End Caps	4	111118
21	Toolboy Handle (Pre-assembled)	1	100490
22	Hex Head Bolts 5/16 - 18 x 1 1/4"	4	111117
23	Counter Sunk Screws M6 x 16	2	109301
24	Hex Head Bolts 1/4 - 20 x 5/8"	8	105900
25	USS Flat Washers 1/4"	8	109408
26	Kep Nuts 1/4" - 20	4	100314
27	Phillips Head Round Screws 1/4- 20 x 1/2"	16	100318
28	Socket Cap Screws (SCS) 1/4 - 20 x 3/4"	4	101872
29	Whiz Lock Bolts 5/16 - 18 x 5/8"	20	105155
30	Square Nuts 5/16" - 18	20	110953
31	Caster Set - 2 swivel, 2 rigid	1	As ordered

## Attaching the Gussets to the Base and Uprights (See Figure 2-2)

- 1 Place the Gussets (#7) onto the Base/Upright assembly as shown.
- 2 Slide the Spacer (#8) in between each Gusset (#7) and Upright Cover and align the hole patterns.
- 3 Insert and hand-tighten each  $\frac{1}{4}$  - 20 x  $\frac{5}{8}$ " Hex Head bolt (#24) and  $\frac{1}{4}$ " washer (#25). Lay the FloorStand down.

**Note:** Do not fully tighten the bolts at this time.

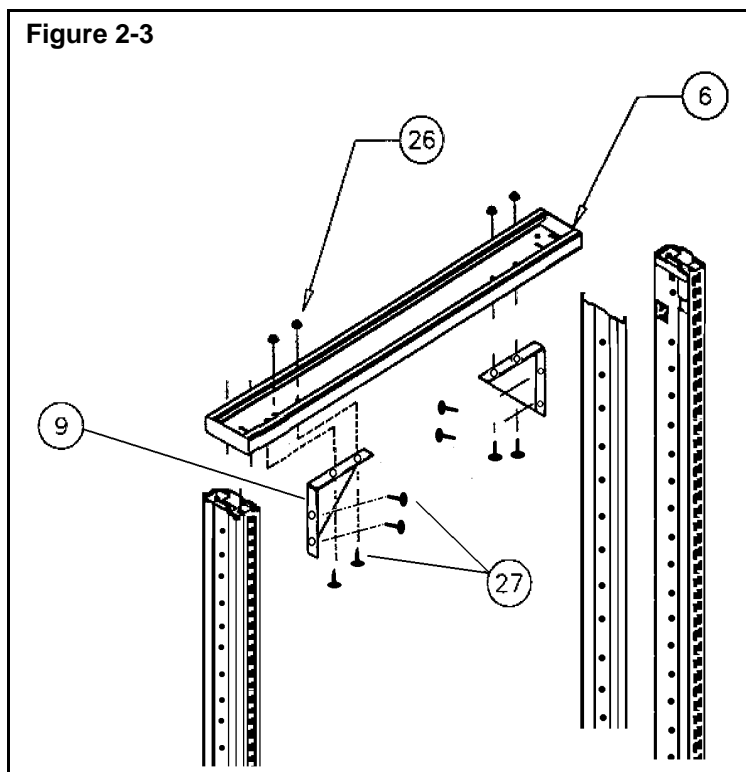
- 4 From underneath the Base, gently tap each Gusset (#7) to align the hole patterns with the Base and Uprights.
- 5 Insert and hand-tighten the  $\frac{5}{16}$  - 18 x  $\frac{5}{8}$ " Whiz Lock bolts (#29) into the  $\frac{5}{16}$ " Square nuts (#30) to secure the Gussets (#7) to the Base.
- 6 Securely tighten the outside  $\frac{1}{4}$  - 20 x  $\frac{5}{8}$ " Hex Head bolts (#24) and bottom  $\frac{5}{16}$  - 18 x  $\frac{5}{8}$ " Whiz Lock bolts (#29) for each side of the FloorStand.



## Attaching the Gusset Cross Members to the Uprights and Cross Member (See Figure 2-3)

**Note:** If you purchased optional panel accessories you should not attach the Gusset Cross Members at this time. Perform the appropriate steps in Chapter 3 first, then install the Gusset Cross Members; otherwise, installing the Gusset Cross Members now may interfere with your installation of the FlexWorks® optional accessories.

- 1 Insert two  $\frac{1}{4}$  - 20 x  $\frac{1}{2}$ " Phillips Head screws (#27) through the inside top of each Gusset (#9) and up through the Cross Member (#6).
- 2 Secure each screw with a  $\frac{1}{4}$ " Kep Nut (#26) and hand-tighten.
- 3 Insert two  $\frac{1}{4}$  - 20 x  $\frac{1}{2}$ " Phillips Head screws (#27) through each inner side of the Gusset (#9) and into the side of the Upright.
- 4 Make sure each Gusset (#9) fits securely into the corner of the Upright and Cross Member. (There should be no space between the Gusset (#9), the Upright, and the Cross Member (#6).) Tighten the  $\frac{1}{4}$  - 20 x  $\frac{1}{2}$ " Phillips Head screws (#27) to secure each Gusset (#9).



See Chapter 3 to Assemble FlexWorks Accessories