

ASSEMBLY INSTRUCTIONS

ELECTRA-TEC, INC.
P.O. Box 17 567 West M-89
Otsego, MI 49078
800-225-3532 or 269-694-2727
Fax 269-694-5880



**IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE, PLEASE CALL
OUR HOURS ARE 8:00 A.M. TO 4:00 P.M. EASTERN STANDARD TIME.**

ELECTRA-TEC WORKSTATION
FIELD ASSEMBLY INSTRUCTIONS

STEP 1. Unpack all items immediately and check for damage. All cartons have a small white label (or labels) that denotes the item inside. Check off all parts against the packing slip.

CABINETS: To unpack cabinets, carefully position unit on floor. Cut carton within 1/2" of bottom with razor knife. Avoid cutting too deep. Lift carton off the top of the unit. Pick up the unit carefully and set on floor.

BENCH TOP: Lay top on floor. Cut carton along the long side between the overlapping layers of cardboard. **DO NOT** cut deep. The carton is against the bench top and cutting through can scratch or cut the worksurface.

SMALLER PARTS: Open cartons at taped ends and slide the component out with the plastic bag in tact. Locate any hardware kits with each component. Normally, one of the cartons containing a cabinet will have the instructions on it and a sticker reading "Hardware and Instructions enclosed". Some hardware kits will be in the top drawer of the cabinet enclosed.

Please review the entire instructions below before beginning. There is a list of required tools. Other components not listed below may have separate instruction sheets added to this packet.

NOTE: For workbenches with Electro-Static Dispersment worksurfaces, there are added components to the instructions below. Please consult the Anti-Static Bolt Assembly instructions and any other added pages before completing the instructions below.

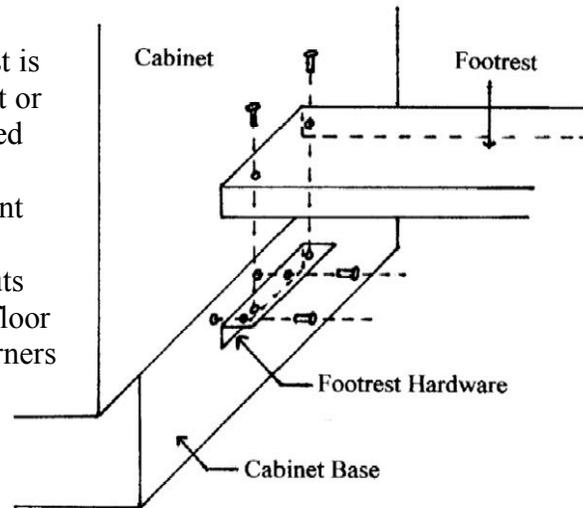
TOOLS REQUIRED:

Razor knife
Drill/Driver
#2 phillips bit
#2 phillips screwdriver
Flat head screwdriver (for ESD tops only)
1/8" drill bit
1/4" drill bit
1/4" Carbide drill bit (for epoxy tops only)
5/32" drill bit (for ESD tops only)
5-1/2" clamps (optional)
Pencil

STEP 2. Place cabinets and/or legs in position where they will stay. Allow for the overhang of the worksurface, especially when unit will be against a wall. For a 30" wide top, the back will overhang 1" beyond the cabinet. For a 36" wide top, the back will overhang 7" beyond the cabinet. For other widths, use the size minus 29" to determine rear overhang. To calculate the overhang on the left and right ends, use the following formula. Length of top in inches, subtract width of cabinet(s) (15" or 30" each), subtract width of leg(s) (4" each), subtract length of footrest(s) (noted on packing slip). Divide the remaining amount by 2. This will be the amount of overhang on each end.

STEP 3. If a leg is provided that has power, wire the outlets using instructions titled “E2101 ELECTRICAL POWER COMPONENT”. After wiring, leave the side panel off until the leg is installed. If no leg is included, go to Step 4.

STEP 4. Mount a footrest bracket (if footrest is included) onto the inside of each base cabinet or leg with 1/4-20x1/2” machine screws provided (Packet labeled “#284 Footrest Hardware”). Place footrest onto brackets. Some adjustment in cabinet placement may be required. Insert 1/4-20x1/2” machine screws, washers and nuts (provided). Hand tighten to secure. Adjust floor levelers located under and inside the base corners to level the cabinets and/or legs.



NOTE: If Modesty Panel(s) are included with your workbench, please proceed to the “Modesty Panel Installation” instruction before proceeding to Step 5.

STEP 5. Mount backguards (if required) onto worksurface(s) and shelf(s) using instructions titled “MOUNTING BACKGUARD ON TOPS AND SHELVES”. When installing an ESD worksurface, please consult the Grounding Instructions prior to installing backguards. Often consumers choose to install the grounding bolt under the backguard to mask it from view. If you are installing an epoxy top, please use the “Epoxy Top Installation” instructions rather than Step 5 through Step 8 here.

STEP 6. Part 1. Place worksurface with backguard installed onto base cabinets and/or legs. Position top with a 1” overhang in the front and the appropriate overhang in the rear as outlined in Step 2. Measure the overhang on the left and right ends of the bench to assure that they are equal. Working below the worksurface, position mounting brackets (#282 Top Hardware) into slots in cabinet sides. Mark the holes where the screws will go through the brackets. If there is a leg included, with the side panel(s) removed, mark the mounting holes (6 per leg) through the sheet metal to the worksurface. Mark the edges of the cabinets/legs nearest the middle of the workbench. The Cosmetic Apron, Power Apron, or Apron Drawer will be placed between these cabinets/legs.

Part 2. Remove the worksurface and turn it upside down. Drill the holes you have marked for the screws using a 1/8” drill bit. Holes should be only 1” deep. **Do not** drill all the way through the top.

Part 3. Locate the Cosmetic Apron, Power Apron or Apron Drawer included with your workbench. If you purchased a Cosmetic Apron, please see the instruction titled “COSMETIC APRON INSTALLATION”. If a power apron is supplied, please see the instructions titled “POWER APRON INSTALLATION”. If an apron drawer is included, please see “APRON DRAWER INSTALLATION” instructions before proceeding.

Part 4. Replace the worksurface where previously positioned on cabinets/legs. Mount from underside with #10x1” screws provided. If a leg is used, replace the side panel(s) after attaching the leg to the worksurface.

STEP 7. Wire the shelf support(s) using instructions titled “E2101 ELECTRICAL POWER COMPONENT”. If no shelf supports are included, go to Step 9. If the shelf supports do not have power, go to Step 8.

STEP 8. Mount shelf supports (if required) onto bottom of shelf(s) and onto bench top using instructions titled “MOUNTING SHELF SUPPORTS AND SHELF”. If you are installing an epoxy shelf, please use the “Epoxy Shelf Installation” instructions rather than Step 8 here.

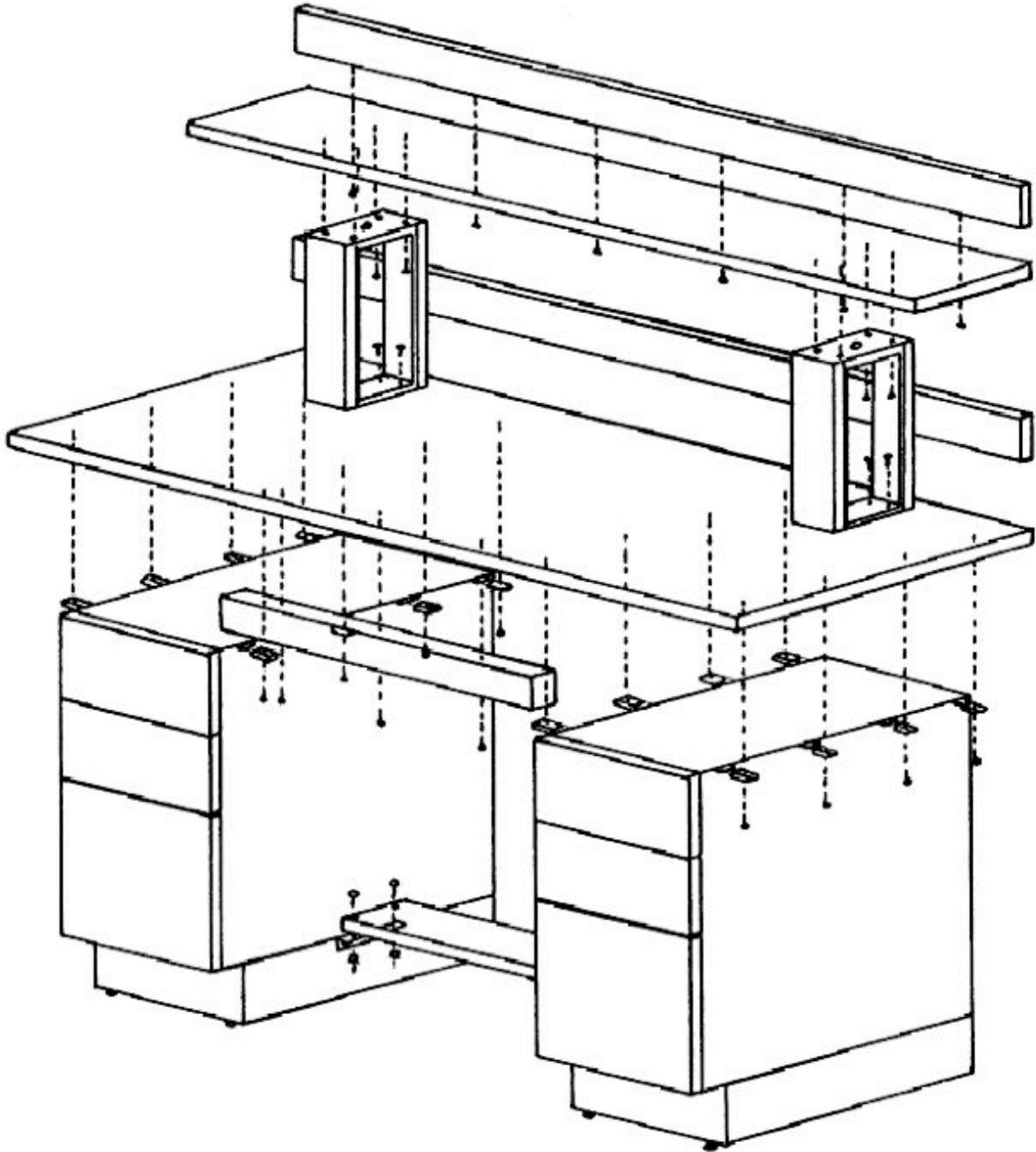
STEP 9. For ESD worksurfaces and shelves. See the “ESD Top/Shelf Grounding” instructions. Complete this installation. Test for resistivity and ground.

STEP 10. Adjust all component parts. Center and square up tight. Check unit dimensionally. Drive all screws home. Check bench for level. **CAUTION: BEFORE PLUGGING POWER CORDS INTO OUTLETS, HAVE THE 115 VOLT SERVICE CHECKED TO SEE IF IT WILL ADEQUATELY HANDLE THE BENCH AND IS PROPERLY FUSED.**

SEE ADDITIONAL INSTRUCTION SHEETS for installation of locks, epoxy tops, modesty panels, ESD items and other components not listed above.

ELECTRA-TEC, INC.

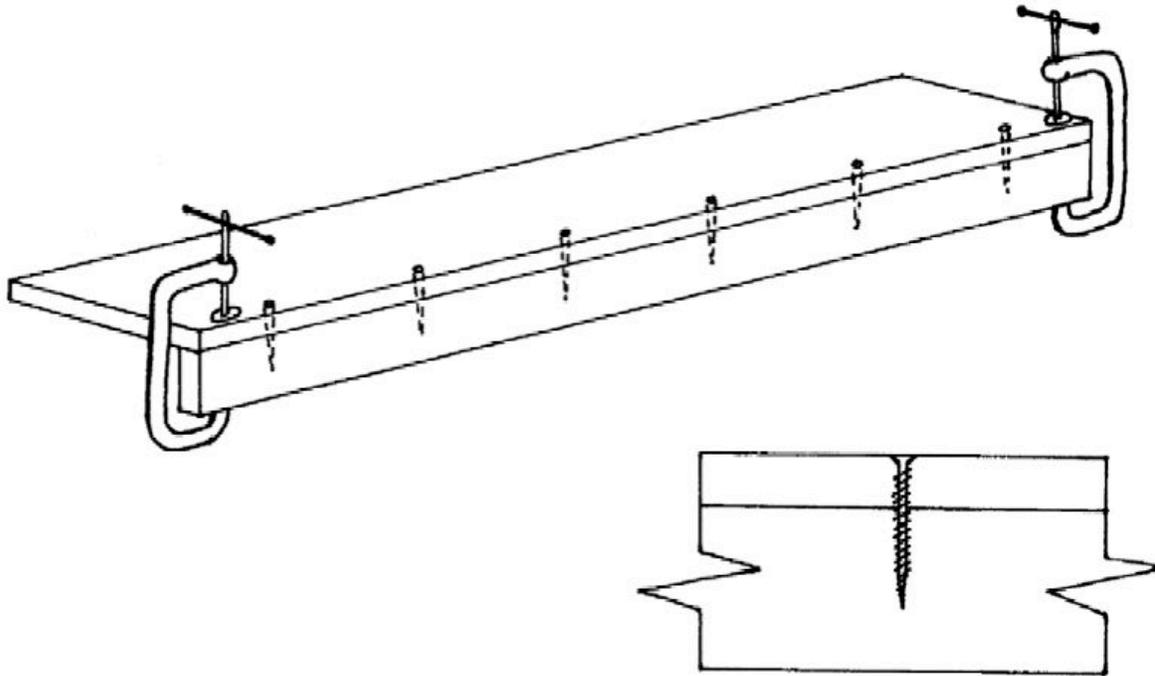
BASIC ASSEMBLY DIAGRAM



See enclosed pages for specific instructions.

ELECTRA-TEC, INC.

MOUNTING BACKGUARD ON TOPS AND SHELVES



STEP 1. Carefully line up the backguard so it is flush with the back and ends of the work surface. The backguard should contact the top of the work surface. Clamp in place.

STEP 2. Mark the placement of screw holes. We recommend one screw each 12". Place the first screw 6" from the end and one each 12" thereafter. Holes should be 5/8" from the edge of the surface to contact the center of the backguard. With a hand drill and a 1/8-inch drill bit 3 inches long, drill holes at your marks 1-1/2 inches into the backguard.

STEP 3. Remove the backguard.

STEP 4. Drill a countersink hole (shallow) in the bottom of the work surface at each screw hole drilled in Step 2. Use a 1/4-inch diameter drill bit.

STEP 5. Mount the backguard with #10 X 2 1/2 screws provided. They will be labeled "#278 BACKGUARD HARDWARE KIT".

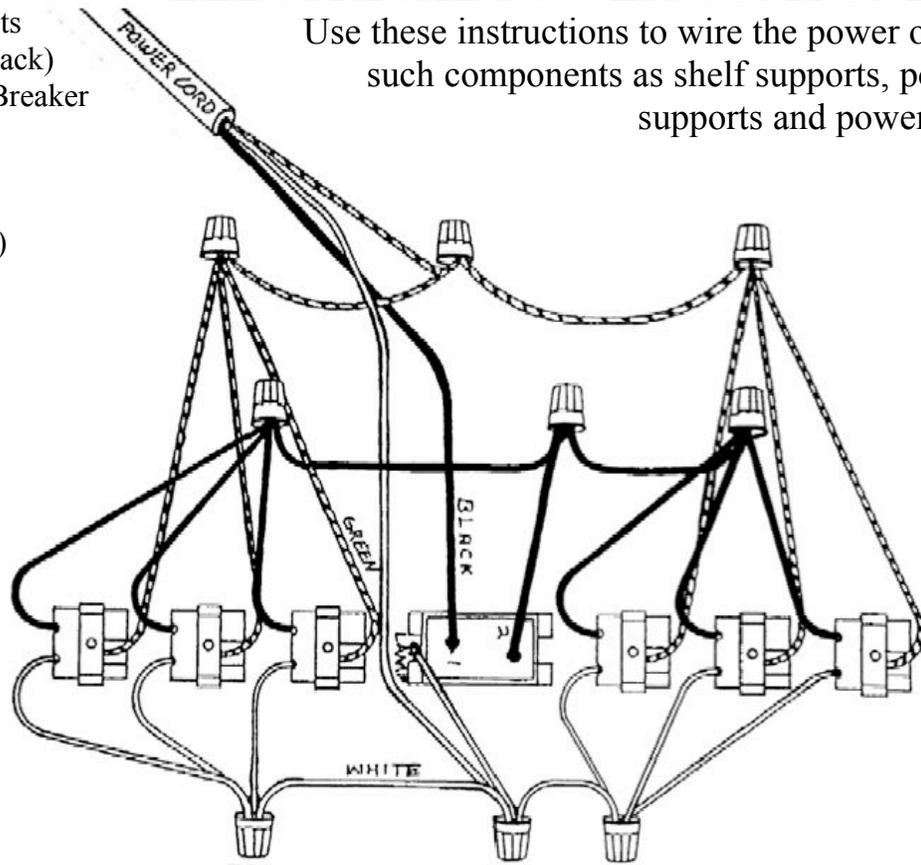
REPEAT THIS PROCESS TO MOUNT THE BACKGUARD ON THE SHELF.

ELECTRICAL POWER COMPONENTS

Contents of kit:

- 6 Grounded Outlets
- 1 Strain Relief (black)
- 1 Switch/Circuit Breaker
- 1 9' Power Cord
- 8 Jumper Wires
- 9 Wire Nuts
- 3 Terminals (blue)

Use these instructions to wire the power outlets in such components as shelf supports, power leg supports and power aprons.



STEP 1. Remove cover panel(s) on component to be wired.

STEP 2. Remove knock-out(s) as necessary to pig-tail wire into component.

WARNING: BEFORE HOOKING UP ELECTRICAL COMPONENTS, LOCAL CODES MUST BE MET.

STEP 3. Mount 6 outlets into square holes. Place wires through the hole from the outside. Ground terminal should be at the bottom. Snap the outlet into place.

STEP 4. Mount the Switch/Circuit Breaker in the center hole (rectangular). Push the switch/circuit breaker in from the outside and snap into place.

STEP 5. Mount the 9-foot power cord. Put the raw end through the knockout from the outside. Use the Strain Relief in the hole to secure and protect the wire.

STEP 6. Connect one terminal to black wire in the power cord, one terminal to a white jumper wire, and one terminal to a black jumper wire.

STEP 7. Connect all black wires as shown with 3 wire nuts.

STEP 8. Connect all green wires as shown with 3 wire nuts.

STEP 9. Connect all white wires as shown with 3 wire nuts.

STEP 10. Connect terminals to switch. Black cord terminal to #1. White jumper wire terminal to lamp. Black jumper wire terminal to #2.

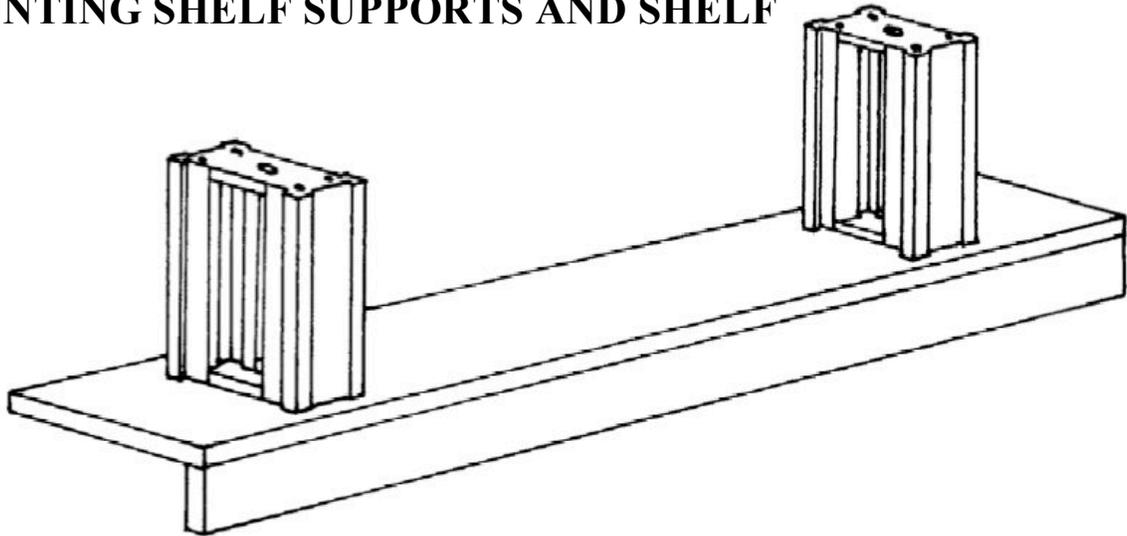
STEP 11. Test assembly electrically.

STEP 12. Replace cover panel(s). If unit is to be mounted to desk, cover panel(s) may be left off until installation is complete.

Return to of the Field Assembly Instructions.

ELECTRA-TEC, INC.

MOUNTING SHELF SUPPORTS AND SHELF



STEP 1. Remove the side panels from the shelf supports. Wire the shelf support using the “E2101 Electrical Power Component” Instructions. Turn the shelf upside down on a stable surface. Carefully locate shelf supports onto the bottom of the shelf. Take into consideration any under-shelf lighting that will be attached later. A 6’ shelf will have one shelf support at either end approximately 6-10” from the end. An 8’ shelf will have 3 shelf supports – one in the center and one approximately 4-6” from each end. Shelf supports should be centered front-to-back unless the shelf is less than 12” wide. Transfer the hole pattern onto the bottom of the shelf.

STEP 2. Remove the shelf supports.

STEP 3. Drill 1/8-inch diameter holes, 7/8-inch deep, at the hole pattern locations. Center the hole in the smallest portion of the keyhole pattern drawn.

STEP 4. Place the shelf supports onto the shelf and mount them with #10 X 1” screws provided. They will be labeled “283 SHELF SUPPORT HARDWARE”. If an ESD shelf is used and isolation pads are included, place the isolation pads between the shelf and shelf support before securing.

STEP 5. The shelf and shelf support assembly is ready to mount to the bench top. Place the assembly on the previously installed bench top. Make sure that the ends and back are lined up correctly. Transfer the hole pattern onto the bench top. Remove the shelf and shelf supports.

STEP 6. Drill holes using STEP 3. If the worksurface is **ESD**, locate the “shoulder washers” included. These washers are to be used in the large part of the keyhole pattern with the screws placed through them to insulate the screws from the shelf support metal. When drilling the holes for ESD use, be sure to center them in the largest part of the keyhole shape. Drill 1/8-inch diameter holes, 7/8-inch deep.

STEP 7. Return the assembly to its placement on the bench top and mount using the remaining #10 X 1” screws from the “283 SHELF SUPPORT HARDWARE” kits. If an ESD top is used, place a plastic shoulder washer in each of the 4 holes and direct a screw through a metal flat washer then through each shoulder washer. If isolation pads are included, place an isolation pad between the bench top and each shelf support before securing.

STEP 8. Replace the panels on the sides of the shelf supports.

ELECTRA-TEC, INC.

CHANGING DRAWER CONFIGURATION

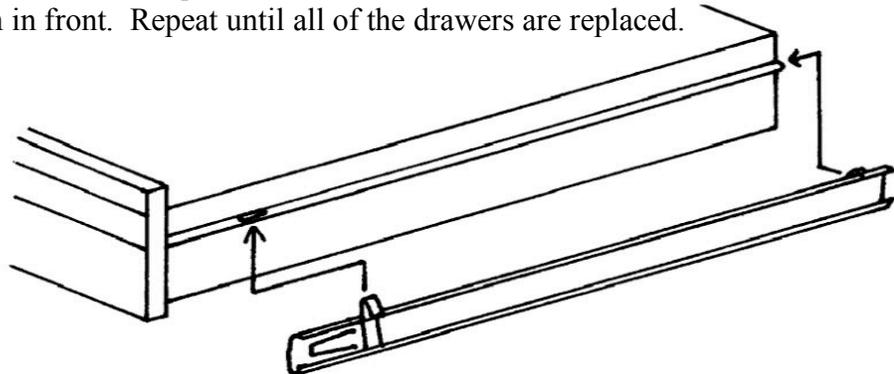
STEP 1. Look at the current configuration of drawers. Decide which drawers will go in what position. Be sure that the new configuration will fit in the cabinet(s).

STEP 2. Remove the drawers in question from the cabinet(s). To do so, open the drawer. Identify the two black tabs approximately 2-1/2" inches behind the drawer face on the side of the drawer (one on either side). Push on the tab above the rail (toward the inside of the drawer). Lift up on the front of the drawer (about an inch) with both tabs depressed. Be sure you are only picking up on the drawer (painted beige) and not the slides (silver). The drawer will slide off from the tabs. Hold the front of the drawer above the tabs and slide the drawer forward (toward you). Support the drawer as you pull in case it comes off from the slides and drops. When the drawer is free from the rear slots you can pick it up and set it aside.

STEP 2. Remove the drawer slides from both sides of the cabinet. Be sure to note which slides came from the right and which slides came from the left. Label them "right" and "left" or set them aside to identify which side they came from. To remove them, push the drawer slides (silver) into the cabinet to a fully depressed position. Pull up on the front of the drawer slide. When the tab releases, pull the slide forward (toward you). The rear tab will release and the slide will be free. Set the slides aside.

STEP 3. Replace the drawer slides in the new configuration. If all of the drawers were #3 size (small), there would be a slide in each of the slots inside the cabinet. Therefore, if the drawer will be a #6 (medium), there has to be an empty slot above the slide for that drawer. If the drawer is a #12 (large), there will be 3 empty slots above the slide. For a #12 drawer you will need a double slide. A double slide is twice as tall as a single slide and would have come from a #12 drawer. Locate the slides and keep them on the correct side of the cabinet. Insert the rear tab by pushing back. Insert the front tab by pushing lightly sideways until it drops into the hole, then push down firmly. Place all of the required slides in the cabinet(s).

STEP 4. Replace the drawers. Extend one set of drawer slides. Place the drawer on the slides, holding the front up slightly. Slide the drawer back until the rear edge of the rail goes under the tab on the top of the slide. Let the front down. The black plastic tab will go through the hole in the rail and snap. Make sure both sides are connected in the back before snapping them down in front. Repeat until all of the drawers are replaced.



ELECTRA-TEC, INC.

COSMETIC APRON INSTALLATION

STEP 1. Unpack the cosmetic apron.

STEP 2. Locate the “#287 Cosmetic Apron Hardware Kit”.

STEP 3. With the worksurface upside down on a stable surface (as instructed in Step 6 Part 2 of the Field Assembly Instructions), place the cosmetic apron upside down on the worksurface. Be sure that the aluminum “handle” is nearest the edge of the worksurface. The 2” wide side of the cosmetic apron should be contacting the bottom of the worksurface rather than the 3-7/8” wide side. Center the cosmetic apron between the edges of the cabinets/legs (as marked before removing the worksurface). There may be apron filler panels included to cover any extra space (see Packing Slip for list of components included). Find the filler panels (if included) and place one on each side of the cosmetic apron. The cosmetic apron and filler panels should not spread past the space marked between the cabinets/legs. Be sure that the cosmetic apron is 1” from the front of the worksurface. This will make the front of it flush with the cabinets/legs. The apron filler panels should also be 1” from the front of the worksurface. Mark the holes in the cosmetic apron and filler panels where the screws will go.

STEP 4. Remove the cosmetic apron and the apron filler panels. Drill a hole at each screw location that you marked using a 3/32” drill bit. Holes should be only 3/4” deep. **Do not** drill all the way through the worksurface. Drill the holes for the cabinets/legs/modesty panels, etc. that were marked in step 6 of the Field Assembly Instructions. **Do not** drill all the way through the worksurface.

STEP 5. Return the cosmetic apron and apron filler panels to the worksurface. Attach the cosmetic apron using the 4-1/2” screws and special washers provided in the #287 Cosmetic Apron Hardware Kit. The special washers go against the screw head on the outside of the cosmetic apron. Attach the apron filler panels with the screws provided in the Apron Filler Panel Hardware Kit.

Return to the end of Step 6 Part 4 of the Field Assembly Instructions. This instruction will have you replace the worksurface onto the cabinets where previously positioned and attach it.

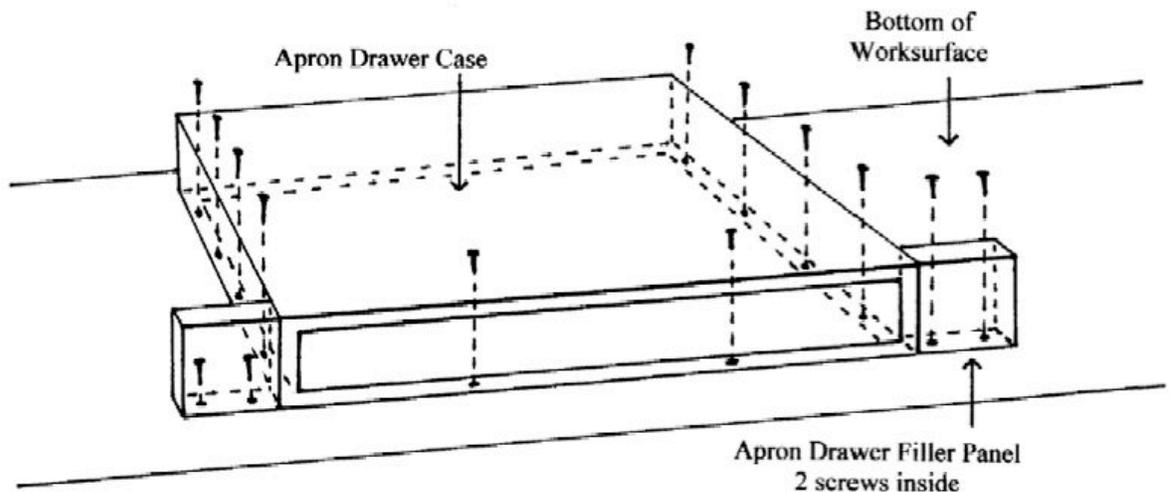
ELECTRA-TEC, INC.

APRON DRAWER INSTALLATION

STEP 1. Unpack the apron drawer and locate the #297 Lap Drawer Hardware Kit.

STEP 2. Place the apron drawer on a stable surface (open area on top). Remove the drawer from the case. To do so, open the drawer. Identify the two black tabs approximately 2-1/2" inches behind the drawer face on the side of the drawer (one on either side). Push on the tab above the rail (toward the inside of the drawer). Lift up on the front of the drawer (about an inch, being careful not to scratch the case) with both tabs depressed. Be sure you are only picking up on the drawer (painted beige) and not the slides (silver). The drawer will slide off from the tabs. Hold the front of the drawer above the tabs and slide the drawer forward (toward you). Support the drawer as you pull since it may come off from the slides and drop. When the drawer is free from the rear slots you can pick it up and set it aside.

STEP 3. With the worksurface upside down on a stable surface (as instructed in step 6 of the Field Assembly Instructions), place the apron drawer case upside down on the worksurface (with the open side against the worksurface). Line the case up with the "center" between the edges of the cabinets/legs. There may be apron drawer filler panels included to cover any extra space. Find the filler panels and place one on each side of the drawer case. The apron drawer case and filler panels should not spread past the space marked between the cabinets/legs. Be sure that the apron drawer case is 2-1/4" from the front of the worksurface. This will make the front of the drawer flush with the cabinets/legs. The apron drawer filler panels should also be 2-1/4" from the front of the worksurface. They will be flush with the apron drawer case rather than the cabinets/legs for optimum function and appearance. Mark the holes in the case and filler panels where the screws will go.

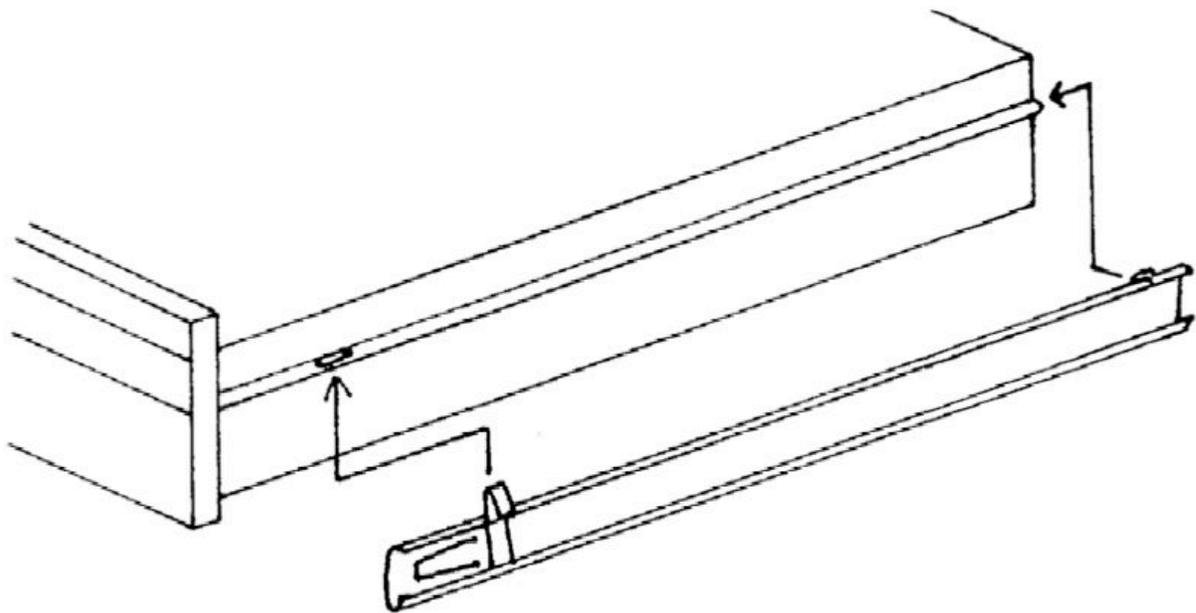


STEP 4. Remove the apron drawer case and the apron drawer filler panels. Drill a hole at each screw location that you marked using a 1/8” drill bit. Holes should be only 1” deep. **Do not** drill all the way through the worksurface. Drill the holes for the cabinets/legs/modesty panels, etc. that were marked in step 6 of the Field Assembly Instructions. **Do not** drill all the way through the worksurface.

STEP 5. Replace the apron drawer case and apron drawer filler panels. Attach with #10x1” screws provided in the #297 Lap Drawer Hardware Kit and the screws provided in the Apron Drawer Filler Panel Hardware Kit.

Return to Step 6 Part 4 of the Field Assembly Instructions. This instruction will have you replace the worksurface onto the cabinets where previously positioned and attach it.

STEP 6. After the worksurface is placed onto the cabinets/legs and secured, replace the apron drawer into the apron drawer case. To do so, extend the drawer slides. Place the drawer on the slides, holding the front up slightly. Slide the drawer back until the rear edge of the rail goes under the tab on the top of the slide. See illustration below. Let the front down. The black plastic tab will go through the hole in the rail and snap. Make sure both sides are connected in the back before snapping them down in front.



If the apron drawer is to be installed on an epoxy worksurface, different methods of attaching it are necessary. Rather than simply drilling holes in the worksurface for screws, holes with plastic expander/screw anchors are necessary. Or, the apron drawer can be attached with epoxy cement on all contact surfaces.