## Workstation (Items 702KD & 702SKD)

## **Assembly & Operation Instructions**



**Hardware Included:** 40 - 3/4" inch bolts with star washers

Workstation

4 – Clevis bolts and

4 – Cotter pins

4 - Drop Leaf Brackets

Tools Required: Flat head screw driver

## **Installation Instructions:**







Step 1 – Attach Center Wood Top with Support Brackets to top of H-Frames. Position both *H-Frames* with thicker bar at top as shown. Threaded screw holes on *H*-Frames should be facing each other. Then position Center Wood Top with pre-attached Support Brackets on the top of left and right H-frames, so that pre-attached Support Bracket holes line up with corresponding threaded holes on the H-Frame legs. Insert 3/4"

Bolts with Washers and tighten only enough to secure Brackets.

Step 2 – Attach Bottom Shelf to H-Frames. Position Bottom Shelf with higher edging facing up as shown above. Line up holes in *Shelf* with second from the bottom two threaded holes on legs of *H-Frames*. Insert two 3/4" *Bolts* with *Washers* and tighten only enough to secure *Shelf*. Repeat on all four legs.

**NOTE:** Do Not Over tighten *Bolts* in Step 1 and 2. Leave *Bolts* only tight enough to secure them in place. This will allow some slight movement for the alignment of the rest of the unit during installation.

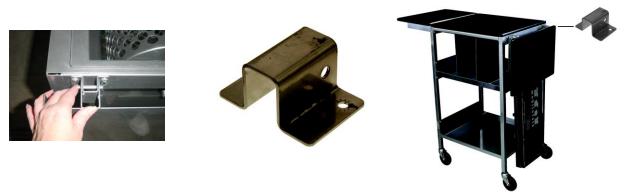
Step 3– For Item #702KD (Workstation with Storage Bins & Bottom Shelf): Attach **Storage Bins.** The *Storage Bins* include an *Angled Shelf* with 2 *Divider Panels*. Position the Angled Shelf with the higher edging facing up and higher edging with V-cut-outs on the same side as V-cut-outs on *Bottom Shelf* previous installed in step 2. Line up holes on Angled Shelf with holes located mid way up legs of H-Frames. Insert 3/4" Bolts with Washers and tighten only enough to secure. Note: When installed properly, the V-cut-out sides of both the Bottom Shelf and Bins Angled Shelf will be on the same corresponding side. After Angled Shelf installation, position Divider Panels with the angled edge side with holes facing down. Also make sure the angled edge with holes is facing towards the V-cut slots in Angled Shelf. Insert top corners of Divider Panels into pre-cut slots in Support Brackets above. Then line up holes in Divider Panels with holes in Angled Shelf. Insert 3/4" Bolts and tighten with bolt nuts underneath. Repeat for remaining Divider Panels. Note: All Divider Panel holes should be on same side facing towards V-cut – outs.

cotter pins

clevis bolt

3/4" bolt with starwasher

**Step 3 - for Item #702SKD (Workstation with 2 Shelves-No bins): Install Top Shelf.** Position Second or Top *Shelf* with higher edging facing up. Make sure V-Notches are on same side as bottom shelf. Line up holes in *Shelf* with holes midway up legs of *H-Frames*. Insert two 3/4" *Bolts* with *Washers* and tighten only enough to secure *Shelf*. Repeat on all four legs.



**Step 4 – Attach (4) Drop Leaf Brackets and (2) Drop Leaves / Same for Attaching Tabletop SideKick.** Using one Bracket at a time, line up 2 holes of *Drop Leaf Bracket* to 2 holes on outside flat edge of H-Frames. When *Drop Leaf Brackets* are properly lined up, the tops of Brackets will be flush with top of *H-Frames*, as shown above. Insert two <sup>3</sup>/<sub>4</sub>"*Bolts* with *Washers* and tighten. After all 4 Brackets are installed, attach *Drop Leaves or Tabletop SideKick*. Starting on either side of unit, position 1 *Drop Leaf* with open side up so that slot holes of underside channels are exposed and line up with the outside of holes on Brackets. Insert *Clevis Bolts* with holes on ends through *Drop Leaf* channel holes and holes of Brackets. Then insert *Cotter Pin* to secure as shown. Repeat on opposite side. Note: Tabletop SideKick can be installed on either side of unit to your preference.

**Step 5– Insert 4 Casters.** Lay entire unit flat on ground so that *Drop Leaves* are projecting to sides. DO NOT LAY ON DROP LEAVES OR TABLETOP SIDEKICK. Once unit is flat on ground, insert stem of casters into holes on bottom of legs. There are 2 *Casters* with brakes and 2 without. You can either position the 2 braking *Casters* where both are to the front or both are to one side of unit. Use hands or rubber mallet to apply enough pressure to fully insert *Casters*. You will feel and/or hear *Caster* stem pop into position when fully inserted.

If you have any questions during your assembly, please contact us at 800-682-5840 or 727-360-2323 or by email at <a href="mailto:info@customerminded.com">info@customerminded.com</a>.