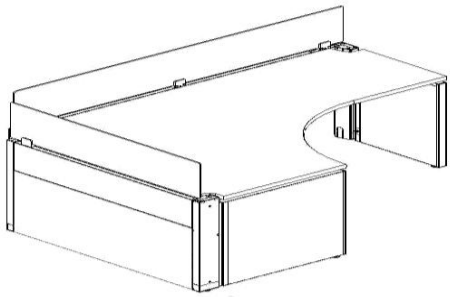
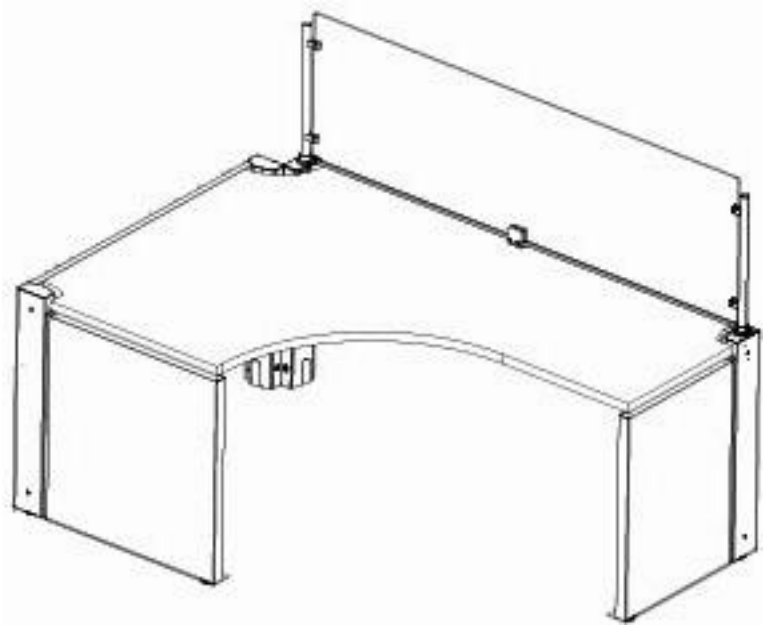
Installation Guide 9-6-12

12" High Glass Privacy Screen Installation Procedure
Part Number CFGDXX12



20" High Glass Privacy Screen Installation Procedure
Part Number CFGDXX20



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About this Guide

This document describes how to install and secure an Eaton Compass 12" or 20" high Glass Privacy Screen to a Compass Modular Desk worksurface. Two separate procedures are contained within this document and either procedure can be performed on new or existing installations.

Based on the height of the Glass Privacy Screen to be installed, go to the appropriate procedure:

- If installing the 12" high Glass Privacy Screen, go to the 12" High Glass Privacy Screen Installation Procedure.
- If installing the 20" high Glass Privacy Screen, go to the 20" High Glass Privacy Screen Installation Procedure.

Intended Audience

This document is intended for personnel experienced in installing office furniture and furniture accessory equipment in an office work environment.

Technical Support

If you encounter any problems with this installation, send an email and detailed description of the problem as well as contact information to Technical Support at dc.support@eaton.com.

Sales Representative

Contact your Eaton Sales representative by one of the methods below.

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Call us toll free at 800.225.7348 (US Only) or 508.852.4300

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Email

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Web

Visit us at www.eaton.com/wrightline and click on "Contact Us." Simply complete and submit the form as directed on our website.

12" Eaton Compass Glass Privacy Screen Installation Procedure

This procedure describes how to install and secure a 12" Compass Glass Privacy Screen (CFGDXX12) to a Compass Modular Desk worksurface.

Tools Required

You will need the following tools to install the 12" high Eaton Compass Glass Privacy Screen.

- Power Drill
- 5/16" Drill Bit
- Tape Measure
- Allen Keys (3mm and 2.5mm)
- #2 Phillips screw driver

Procedure Steps

To install and secure an Eaton 12" Glass Privacy Screen to a Compass Modular Desk worksurface, do the following:

1. Locate the supplied Clamp Brackets (these also serve as drill templates). Place a Clamp Bracket onto the desk's rear stretcher, as shown in **Figure 1**. Butt the contoured edge of the bracket against the desk leg's top cover.

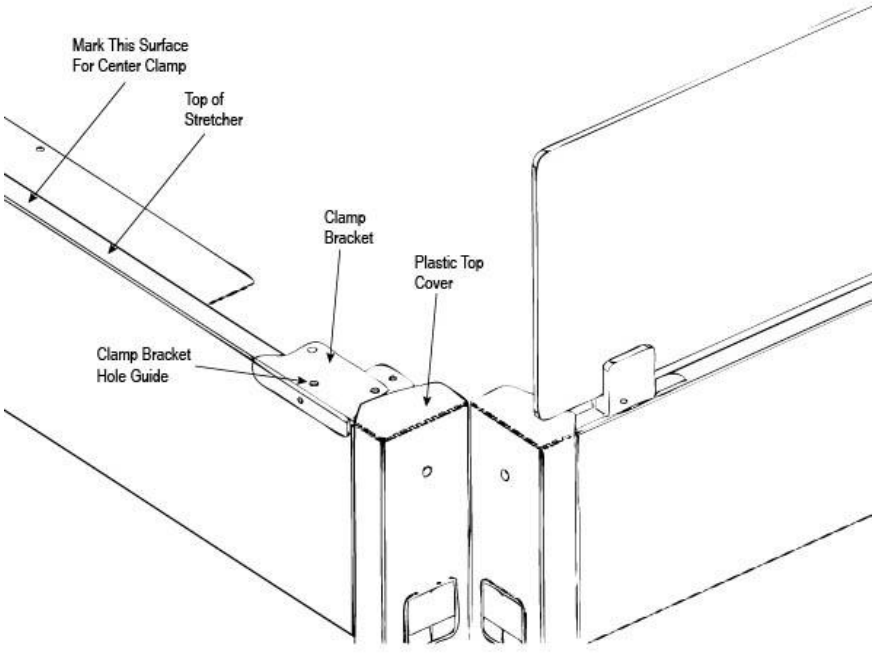


Figure 1: Pilot Hole View

2. Using the hole in the Clamp Bracket as a guide, drill a 5/16" hole into the top of the stretcher. Repeat the drilling procedure at the opposite end of the stretcher.

3. If the Glass Privacy Screen is 54" or longer, a third Glass Clamp is required at the center of the Glass Privacy Screen. Using a tape measure, find and mark the center point on the top of the stretcher with a pencil.
4. Align the drill guide hole in the Clamp Bracket with the pencil mark on the stretcher. Then, drill a 5/16" hole, using the hole in the Clamp Bracket as a guide.
5. Remove all burrs from each hole.
6. Using a 3mm Allen key, disassemble each Glass Clamp Cover. Refer to **Figure 2** for details.

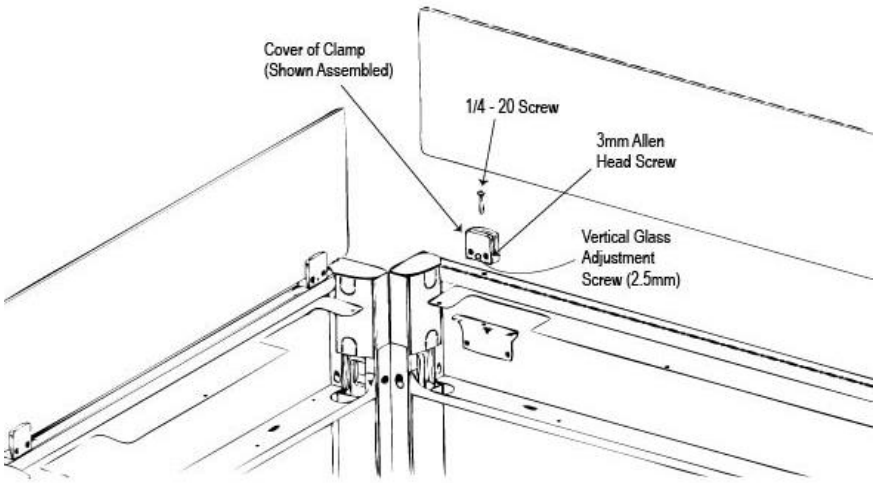


Figure 2: Final Assembly

7. Using the provided 1/4-20 screws and the Clamp Brackets, assemble the base portion of each Glass Clamp to the drilled holes in the stretcher. The Glass Clamps may be oriented with the clamping screws towards, or away from, the user. Each Glass Clamp must be aligned parallel with the stretcher.
8. Reassemble the Glass Clamp Covers using a 3mm Allen key – do not tighten.
9. Carefully position the Glass Privacy Screen into Glass Clamps, centering the glass along the length of the desk.
10. Tighten each Glass Clamp Cover using the 3mm Allen key. The Glass Privacy Screen should be vertically plumb (parallel to the stretcher).
11. If necessary, the Glass Clamps' center set screws can be used to make minor adjustments to the angle of the glass. Loosen the Clamp Cover screws. Then, using a 2.5mm Allen key, thread the set screw into the Clamp Cover in ½ turn increments until the glass panel is plumb.

This procedure is complete.

20" Eaton Compass Glass Privacy Screen Installation Procedure

This procedure describes how to install and secure an Eaton Compass 20" high Glass Privacy Screen (CFGDXX20) to a Compass Modular Desk worksurface.

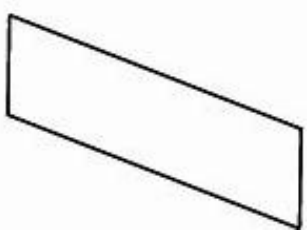
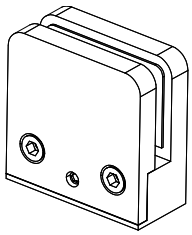
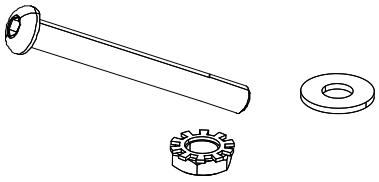
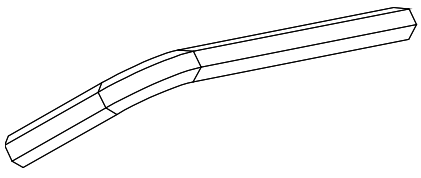
About Your Shipment

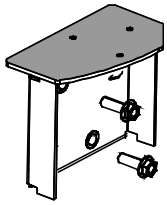
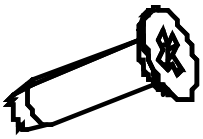
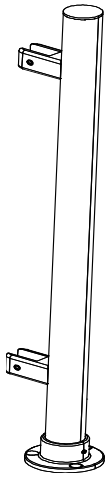
The components required to install a 20" high Eaton Compass Glass Privacy Screen are shipped as one kit with some components contained within their own individual boxes. For instance, the Glass End Posts required for the 20" high glass installation are shipped in their own individual boxes. The Glass Privacy Screen is generally shipped separately than the hardware used to secure the glass to a worksurface. This is due to different packing material requirements. Make sure you have all required items before starting the installation.

Inventory List

Before performing this installation, cross check the shipment received against the inventory list in **Table 1**. The inventory list identifies all components needed to install the 20" high Glass Privacy Screen. If any items are missing or damaged, please contact your Eaton representative for assistance.

Table 1: Inventory List for 20" Glass Privacy Screen Installation

Qty	Item Name	Illustration
1	20" High Glass Privacy Screen	
1	Base Glass Clamp Only use this component when the worksurface and glass are 54" or longer. DO NOT install if worksurface and glass are less than 54" in length.	
1	1/4 – 20 x 2.5 " Long Allen Screw, Washer, and Kepnut Used to secure the Base Glass Clamp to the worksurface and stretcher.	
1	5/32" Alan Wrench Key Tool used to tighten the Long Allen Screw described above. Provided in the Eaton installation kit.	

Qty	Item Name	Illustration
2	Metal Top Covers; one left end (shown here) and one right end Each Metal Top Cover comes with two 1/4 – 20 x .75" Long Hex Screws	
6	#8-32 x 3/8" Long Phillips Flathead Self Tap Metal Screws. These screws are shipped within the Eaton installation kit. They are to be used instead of the *wood screws* shipped in the mini-boxes containing each Glass End Post assembly.	
2	20" Glass End Post; Each end post is shipped in a separate box. Each end post is pre-assembled and consists of a Post Cap, Post, Base Flange, and two Glass Clamps. **Attention!** The box containing each Glass End Post is also shipped with 3 *wood screws* in the box. **DO NOT** use the **wood screws** during this installation. Put the wood screws aside and use the six #8-32 x 3/8" metal screws, shipped within the Eaton installation kit, instead. ***Using wood screws during this installation will cause damage to the Metal Top Cover components.***	 Each Glass End Post is shipped in the installation kit in its own individual box.

Before You Begin

Please read and adhere to the following important points and notes before performing the 20" high glass installation procedure.

Verify Shipment Contents

- If not already performed, verify the contents of the shipment received against the items shown in the Inventory List found in **Table 1**.

Special – Important Notes

DO NOT Use Wood Screws Shipped in Glass End Post Boxes

- **Attention!** Each Glass End Post is shipped in its own box with three wood screws. **DO NOT** use the **wood screws** during this installation. Put the wood screws aside and use the six #8-32 x 3/8" metal screws

shipped within the Eaton kit instead. ***Using wood screws during this installation will cause damage to the Metal Top Cover component.***

Base Glass Clamp Install **Only Required for Glass Lengths of 54" or Longer**

- The 20" high Glass Privacy Screen can be installed on Compass Modular Desks consisting of worksurfaces of various lengths. When the worksurface and glass length is 54"or longer, a base glass clamp must be installed to provide support for the center of the glass screen. Instructions for installing the base glass clamp are described in Steps 1 through 3. If the worksurface and glass length are less than 54", it is not necessary to install a base glass clamp to support the center of the glass screen.

Tools Required

In addition to the components and tools supplied in the Eaton installation kit, the following tools will be required to complete the installation of the 20" high Glass Privacy Screen.

- Tape Measure
- Drill with 9/32" Bit to make a .281" diameter hole
- #2 Phillips screw driver
- Small Ratchet and short extension, with 1/4" Hex Socket
- 2mm Allen Key
- 9/16" Allen Key

Procedure Steps

To install and secure an Eaton 20" high Glass Privacy Screen to a Compass Modular Desk worksurface, do the following:

1. Is the 20" high Glass Privacy Screen 54" or longer?
   - If **NO**, DO NOT install the Base Glass Clamp. **Go directly to step 4**.
   - If **YES**, then do the following to install the center Base Glass Clamp.
     a) Referring to **Figure 3**, use the tape measure to find the length of the worksurface along the edge where the glass screen will be installed. When measuring, make sure to measure along the outermost edge (closest to the metal stretcher). Write down the measurement.
     b) Using the worksurface measurement found in step a), divide the measurement in half, and mark the center location on the very edge of the worksurface, as shown in **Figure 3**.
     c) From the center mark on the worksurface, measure inward from the edge of the worksurface and mark a drill point half an inch (.5") from the edge. See **Figure 3**.

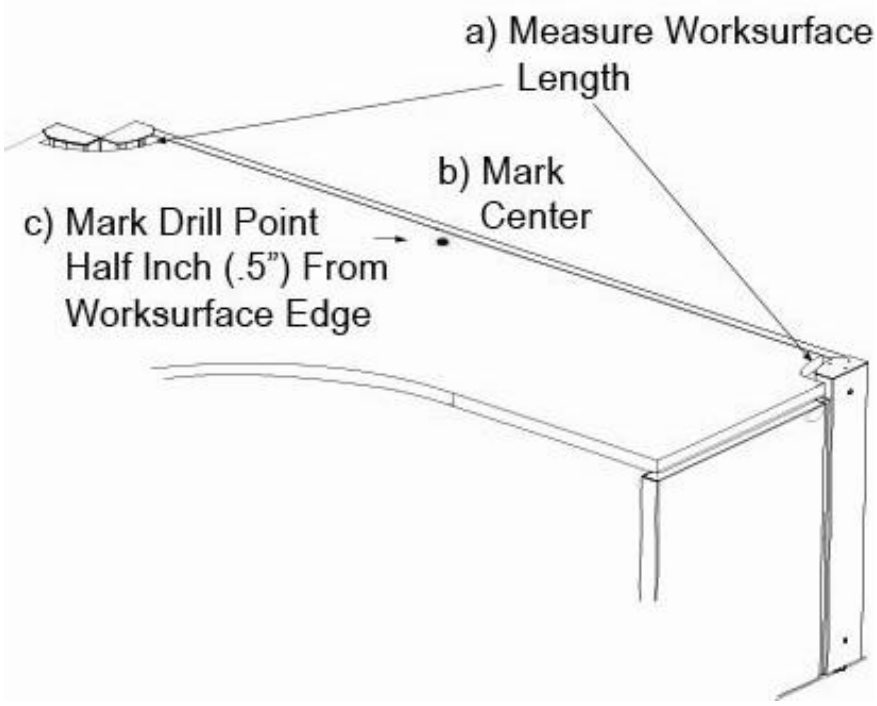


Figure 3: Measure Worksurface Length, Mark Center, Mark .5" Drill Point from Edge

2. Using a drill and a 9/32" drill bit, drill a .281" diameter hole through the worksurface edge, at the .5" drill point marked previously. The hole must be drilled completely through the worksurface and the metal stretcher located underneath the worksurface.

3. As shown in **Figure 4**, position the Base Glass Clamp over the hole just drilled. Make sure the glass set screws on the Base Glass Clamp are facing inward from the edge of the worksurface, towards the seating area. Insert the 1/4 – 20 x 2.50" Long Allen Screw through the center of the Base Glass Clamp and then through the worksurface-stretcher hole. Using the 5/32" Alan Wrench Key, secure the Base Glass Clamp to the worksurface-stretcher with the washer and kepnut supplied in the installation kit.

Figure 4: Attach Base Glass Clamp to Worksurface-Stretcher

4. As shown in **Figure 5**, at each end of the worksurface, gently pop out the left and right plastic top covers and also the inside plastic cable management shields. Store removed components for future use.

Figure 5: Remove Plastic Top Covers and Cable Management Shields

5. Insert left and right Metal Top Covers, as shown in **Figure 6**. Using a ratchet with short extension, and a 1/4" Hex Socket, secure each Metal Top Cover to the stretcher frame with two 1/4 – 20 x .75" Long Hex screws, supplied in the installation kit. Once each Metal Top Cover is inserted, the two hex screws used to secure the cover to the stretcher can be threaded and tightened from underneath the worksurface corner.

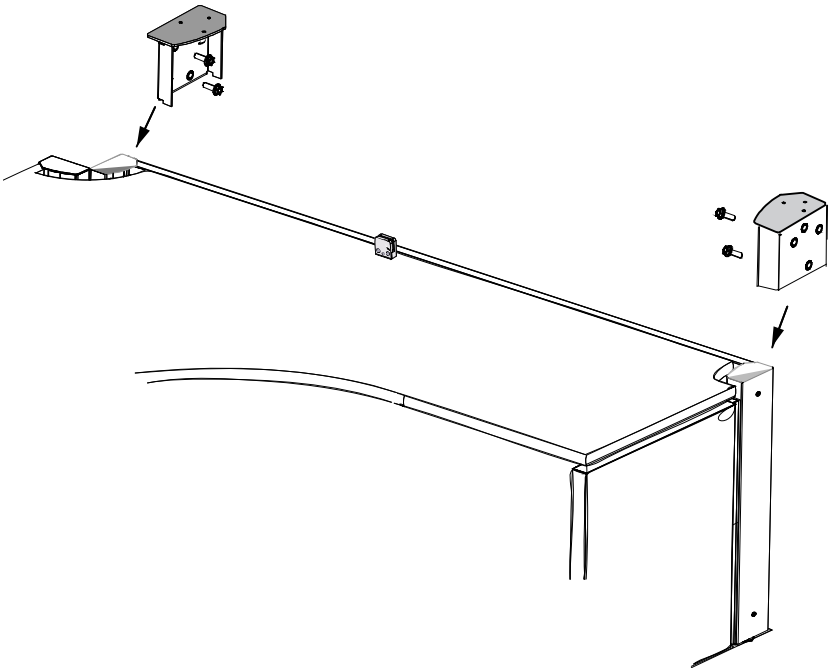


Figure 6: Attach Left and Right Metal Top Covers

6. Using a 2mm Allen Key, loosen the set screw and remove the base flange from each of the Glass End Posts. See **Figure 7** below.

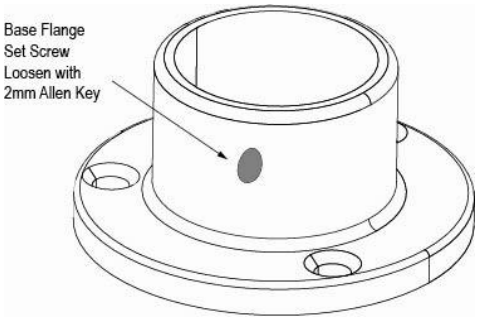


Figure 7: Loosen and Remove Base Flange from Glass End Posts

7. Using a #2 Phillips Head Screwdriver and three #8 – 32 x 3/8" Metal Flathead screws provided in the installation kit, attach each Base Flange component to the Metal Top Covers previously installed. When attaching the Base Flange components, make sure the Allen Key hole on the Base Flange is facing inward towards the seating area as shown in **Figure 8**.

   IMPORTANT NOTE: When attaching the Base Flange component to a Metal Top Cover, ONLY USE the #8-32 x 3/8" Long Phillips Flathead Self Tap Metal Screws provided in the installation kit.

   DO NOT USE THE WOOD SCREWS FOUND IN EACH END POST BOX. Using wood screws during this installation will damage the Metal Top Cover components.

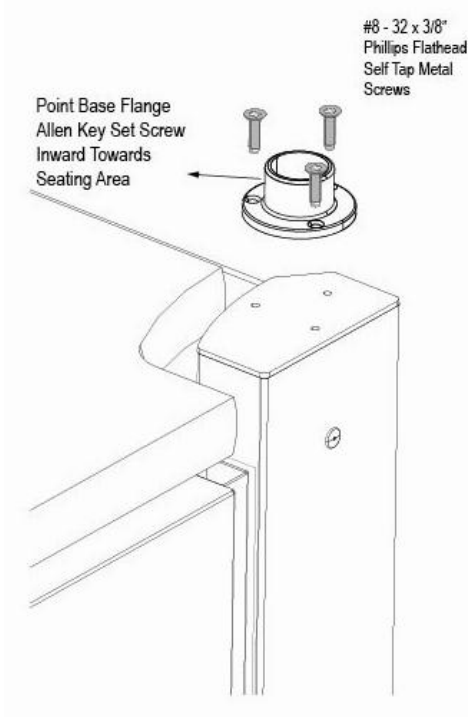


Figure 8: Attach Base Flange Components to Left and Right Metal Top Posts – Point Allen Key Hole Toward Seating Area

8. As shown in **Figure 9**, insert and attach the Glass End Posts inside each Base Flange component. Align the posts so they point down the length of the worksurface edge, along the path where the 20" Privacy Glass is to be installed. Once aligned, use the 2mm Allen Key to secure each Glass End Post into the base. The following step shows how to turn the glass clamps around, in the event the set screws are pointing the wrong direction.

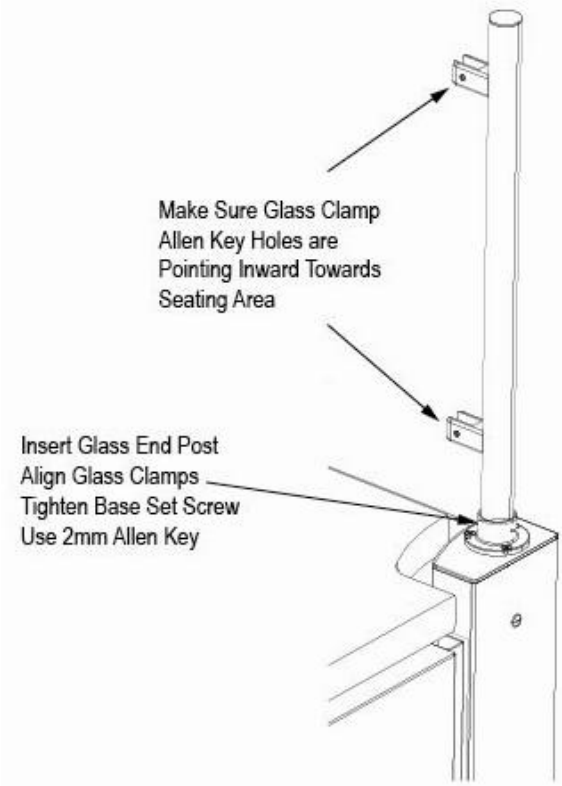


Figure 9: Align Post and Secure Post to Base

9. Make sure the Allen Key holes on the outside of each Glass Clamp are all facing inwards towards the seating area. If any of the Glass Clamp Allen Key holes are facing outward, use a #2 Phillips screwdriver to loosen the screw inside the Glass Clamp (see **Figure 10**) and rotate the Glass Clamp 180 degrees. Re-tighten when completed.

Figure 10: Glass Clamp Inset Screw – Loosen and Turn 180 Degrees

10. Attach the 20" Glass Privacy Screen. Using a 9/16" Allen Key, back out the two glass set screws on each End Post (see **Figure 9** for details), as well as the set screw on the center Base Glass Clamp. Do not remove the set screws. Just back the screws out far enough for the screen to be

inserted without scratching. Next, slide the glass into place. The bottom of the glass should be approximately 3/4" from the worksurface and parallel along the length of the worksurface edge. When inserting the glass, make sure the center of the glass is inserted into the center glass clamp. Once aligned, use the 9/16" Alan Key to tighten all glass clamp set screws. This includes the two clamps on each End Post, as well as the set screw on the center Base Glass Clamp. **Figure 11** provides an illustration of a completed 20" high Glass Privacy Screen install.

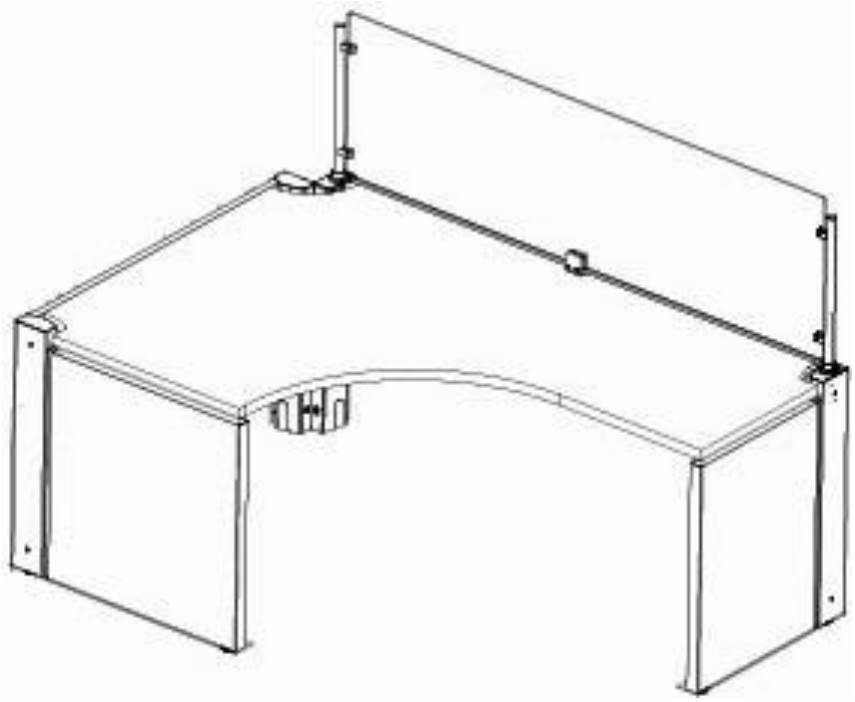


Figure 11: 20" High Glass Privacy Screen Final Assembly

This procedure is complete.

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