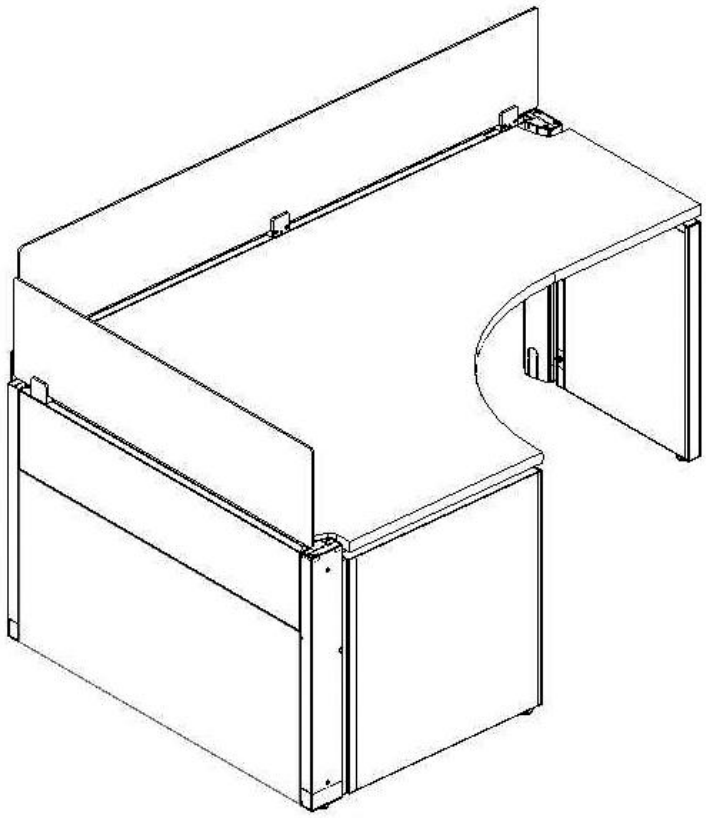
Eaton Compass® Glass Privacy Screen Assembly

Installation Sheet



Compass Glass Privacy Screen
Part Number CFGDXX12

Powering Business Worldwide

Before you Begin

This document describes how to install the Eaton Compass Glass Privacy Screen (CFGDXX12) to a Compass modular desk. The screen can be installed on existing or new installations. When possible, the installation of the Glass Privacy Screen should be installed onto the desk before the worksurfaces have been installed.

Tools you will Need

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

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

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 to.support@eaton.com.

Sales Representative

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

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

Mail
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160 Gold Star Boulevard
Worcester, MA 01606

Email
InfoESWorcesterMA@Eaton.com

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

Install the Compass Glass Privacy Screen

This instruction sheet describes how to install the Compass Glass Privacy Screen (CFGDXX12) to a Compass Modular Desk.

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 cap.

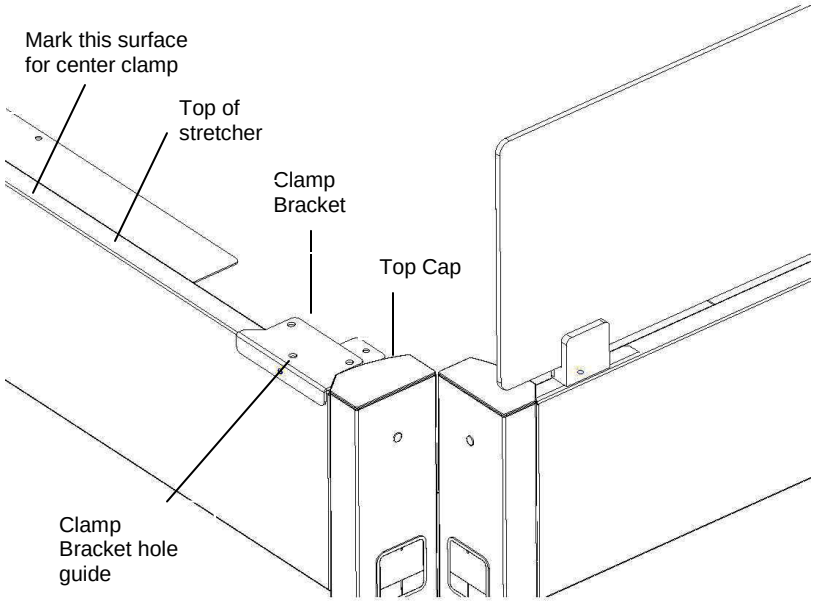

Figure 1. Pilot hole view

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.

7. Using the provided ¼-20 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.

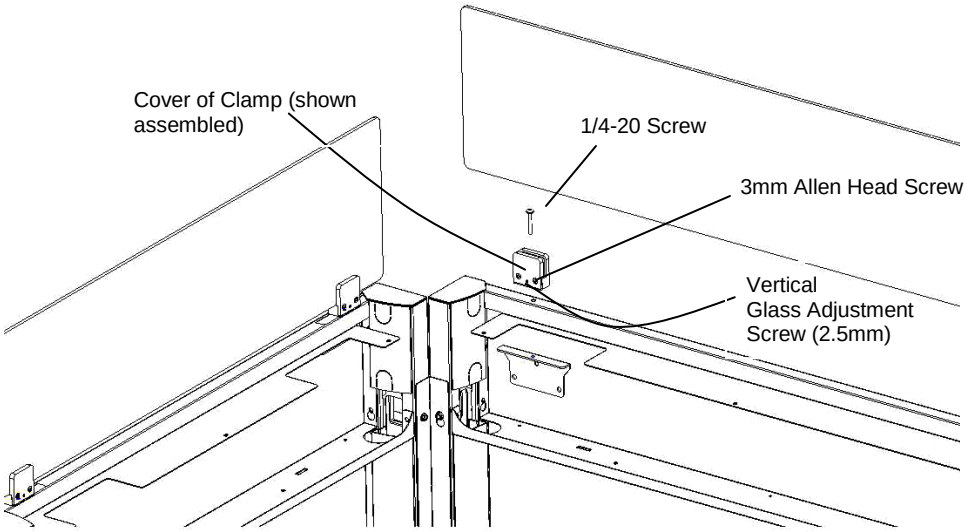

Figure 2. Final Assembly

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.

The installation is complete.

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Publication No. GOP01INS/2-12