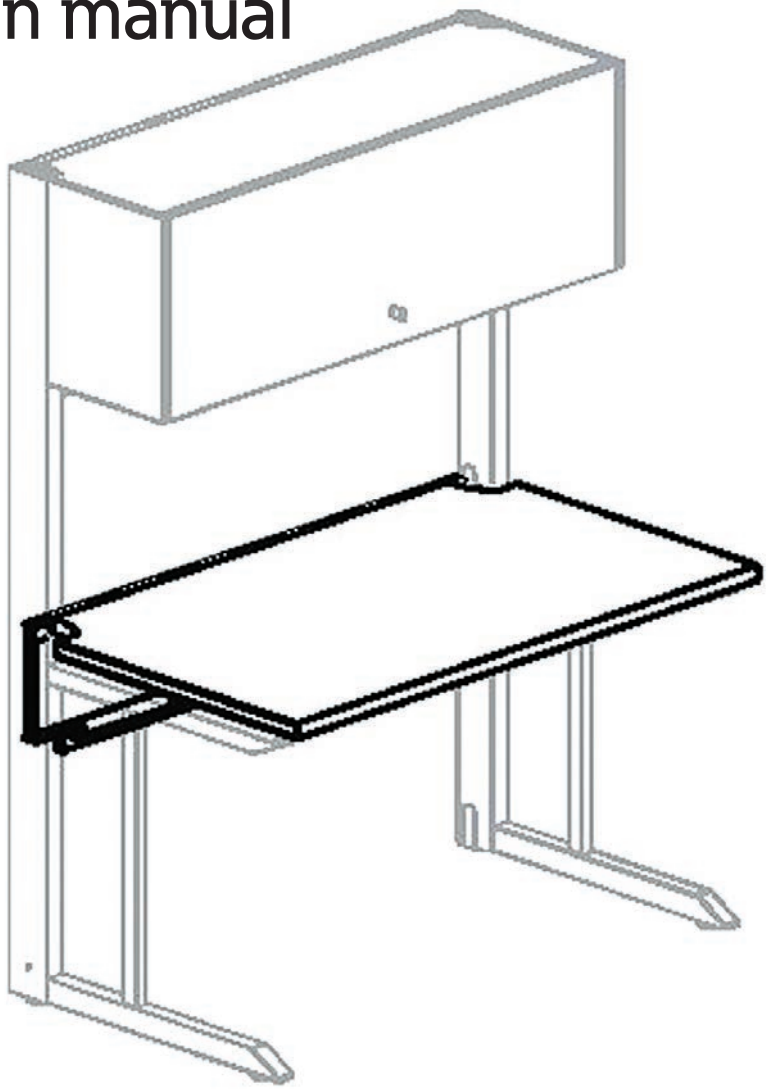
Compass
modular office furniture system
Installation manual



Powering Business Worldwide

Before You Begin

Before installing Eaton's Compass desk, it is recommended that you do the following:

- Read and understand the instruction herein before attempting to unpack, assemble, operate or service the sit-to-stand desk.
- Follow all information that is found on safety labels on the product and packaging.
- Familiarize yourself with the various console components described within this manual.
- The use of personal protective equipment such as safety glasses, work gloves and steel toed shoes are recommended during the unpacking and set-up of the desk.
- Read, understand and follow the guidelines and limitations herein for loading your desk.
- Familiarize yourself with the warning symbols that appear throughout this manual.

⚠DANGER

DANGER indicates a hazardous situation which, if not avoided, will result in death or serious injury.

⚠WARNING

WARNING indicates a hazardous situation which, if not avoided, could result in death or serious injury.

⚠CAUTION

CAUTION indicates a hazardous situation which, if not avoided, could result in minor or moderate injury.

NOTICE

NOTICE is used to address practices not related to physical injury.

Important Safety Instructions

CAUTION Read all instructions before assembling and using this furnishing - Save these instructions

⚠CAUTION

1. This desk is for commercial use only.
2. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
3. Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. Installation and assembly must be performed by qualified personnel.
5. Ensure that the floor is able to withstand the weight of the console when fully loaded.
6. To reduce risk of personal injury and product damage, always ensure a sufficient amount of personnel are present when unpacking, moving and assembling the desk system.

Failure to adhere to these warnings may result in serious injury or property damage.

Contents

About This Guide iv
Audience iv
Document Organization iv
Document Conventions iv
Related Documentation iv
Technical Support iv
Precautions iv
Introduction 1
Compass Components Overview 1
Service Offerings 1
Modular Design 1
Sample Configuration 2
Space Planning 3
Item Numbers 3
Components 4
Linear Worksurface 4
Linear Transition Worksurface 4
Corner Worksurface 5
Corner Transition Worksurface 5
Peninsula Worksurface 6
Jetty Worksurface 6
Conference End Worksurface 6
Standard Leg 7
H Leg 7
Full Leg 8
Joined Transition Leg 8
Non-Joined Transition Leg 9
Corner Leg 10
Organizer Upright 10
Organizer Panel 11
Modesty Panel 11
Overhead Compartment Shell 12
Flipper Doors 12
Cabinet Doors 13
Linear Storage Shelf 13
Corner Storage Shelf 14
Transaction Shelf 14
Finish Trim Pieces 15
Wire Way Covers 15
Top Caps 15
Eaton Logo 15, 57
Accessories 15
Installing Compass Components 16
Component Sizing Details 16
Order of Installation 16
Best Practices 20
Preparing to Install 18
Tools Needed 18
Prepare Area 18
Unpack 18
Verify Inventory 19
Assemble Legs 19
Install Linear Legs and Stretchers 21-22
Install Corner Legs and Stretchers 23
Connect Transition Legs 25
Install Modesty Panels 26-27
Install Uprights 28-29
Install Organizer Panels 30-31
Install Storage Shelves 32-34
Install Linear and Corner Overhead Compartment Shells 35-39
Install Flipper Doors 40-41
Assemble Cabinet Doors 42-43
Assemble Cabinet Door Hinge Brackets 44
Install Cabinet Door Hinge Brackets 45
Install Cabinet Doors 46-47
Install Worksurfaces 48-53
Install Linear Worksurfaces 48-49
Install Corner Worksurfaces 50
Install Peninsula and Jetty Worksurfaces 51
Install Conference End Worksurfaces 52
Install Transaction Shelves 53
Level and Align Installed Components 54-55
Install Trim Components 56
Install Wire Way Covers 56
Install Top Caps 57
Attach Eaton Logo 57
Install Accessories 57

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About This Guide

This guide describes how to configure and install the Compass® modular office furniture system.

Audience

Read this document if you are responsible for ordering, configuring, or installing Compass modular office furniture.

Document Organization

This document is divided into two major sections.

- Conceptual information appears in the modular design sections.
- Step-by-step instructions appear in the installing compass components section.

Document Conventions

This document uses the following conventions:

- Notes, important options, and referenced steps are bold.
- Links are underlined.
- Document names appear in *italics*.
- Acronyms are defined the first time they occur. The original term appears first, followed by the acronym in parentheses. For example: electrostatic discharge (ESD).

Related Documents

See Compass Modular Office Furniture at Eaton.com/compass.

Also see Compass Sit-to-Stand Modular Office Furniture at Eaton.com/compass.

Technical Support

For Compass Technical Support:

- Call technical office support at 800-321-9954
- Email technical office support at to.support@wrightline.com
- Contact your Eaton Representative

Precautions

Compass is a modular office furniture system. Do not use Compass components for any other purpose.

Do not connect components in configurations that are not described in this document.

Introduction

The Compass modular desking system is a freestanding, steel-based design that meets or exceeds industry requirements for strength and durability. The systems modular design permits unlimited workspace configurations, and is completely scalable, reconfigurable, and available in multiple finishes.

You can quickly design, order, and install a wide range of technical furniture from a stand-alone desk to a full-service workspace.

Features:

Modular design

Proven durability of steel

Multiple finishes

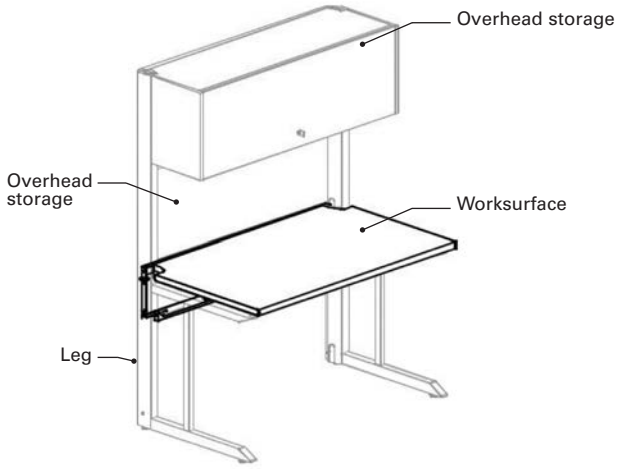
Built-in levelers

Fully backed and warranted by Eaton

For ordering information contact your Eaton representative, or call 1-800-225-7348.

Compass Components Overview

The following illustration shows the basic types of Compass components: worksurfaces, legs, organizer panels, and overhead storage.



For a complete list of Compass components, see the modular design section

Service Offerings

Eaton offers a wide range of service and support options:

- Installation and assembly
- Inside delivery, strip, place, and remove debris (IDSPR)
- Product moving and reconfiguration
- Removal and disposal of old furniture and equipment

Modular Design

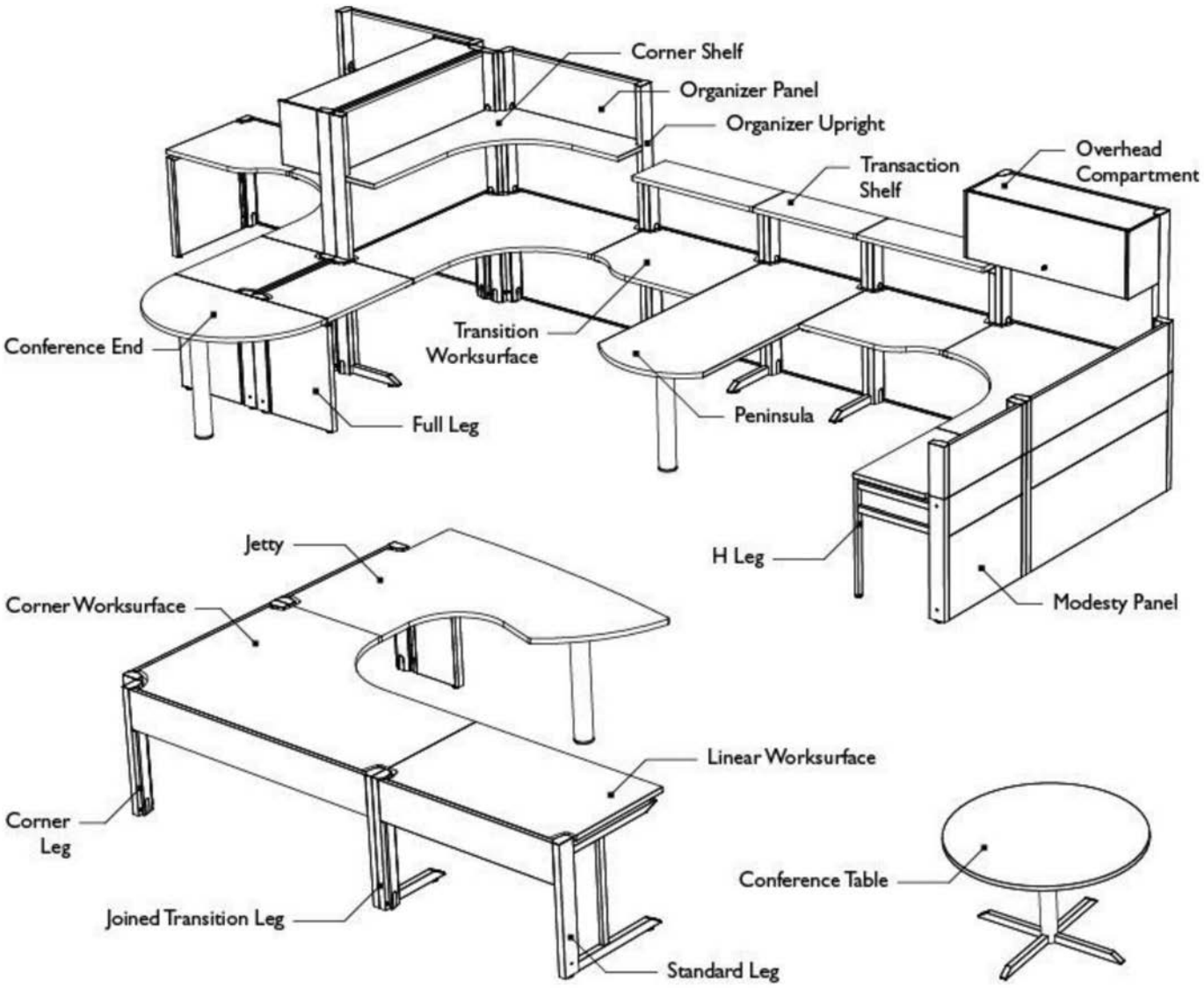
Compass is comprised of basic components that can be seamlessly combined to create unlimited workspace options.

Compass components are divided into four component types:

- Worksurfaces
  - Linear Worksurface
  - Linear Transition Worksurface Corner Worksurface
  - Corner Transition Worksurface Peninsula Worksurface
  - Jetty Worksurface
  - Conference End Worksurface Conference Table
- Legs and Uprights
  - Standard Leg H Leg
  - Full Leg
  - Joined Transition Leg
  - Non-Joined Transition Leg Corner Leg
  - Organizer Upright
- Panels
  - Organizer Panel Modesty Panel
- Overhead Storage
  - Overhead Compartment Shell Flipper Doors
  - Cabinet Doors
  - Linear Storage Shelf Corner Storage Shelf Transaction Shelf
- Accessories

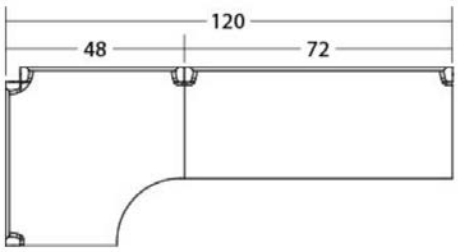
Sample Configuration

This sample configuration show how Compass components can be combined to form a variety of workspaces.



Space Planning

To simplify space planning, all Compass external measurements are absolute, preventing dimensional "creep" when adding components. This standard applies to width, depth, and height of components and assemblies

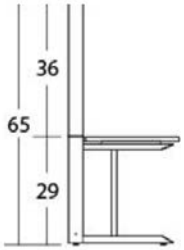


Width

A 48 inch wide corner worksurface connected to 72 inch wide linear worksurface results in overall width of 120 inches.

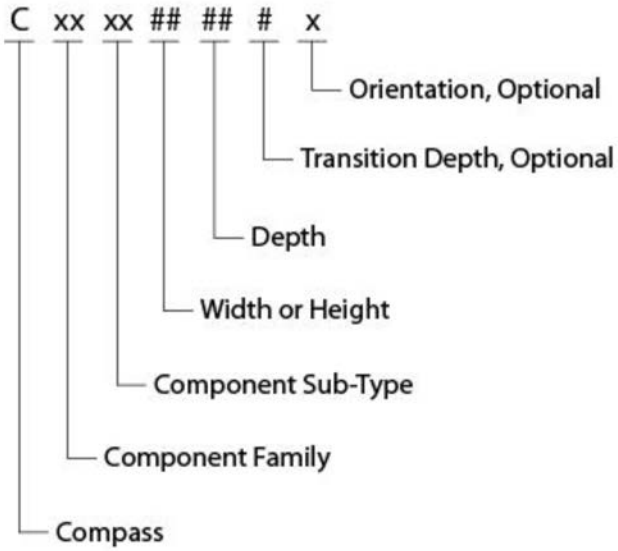
Depth

A 30 inch deep worksurface is exactly 30 inches when connected to other compass components including legs and stretchers.



Height

Legs are available in 29 or 65 inch heights. 29 inch legs can be extended with organizer uprights in heights up to 36 inches. Total height of legs and uprights can be customized slightly using built-in leveling feet.



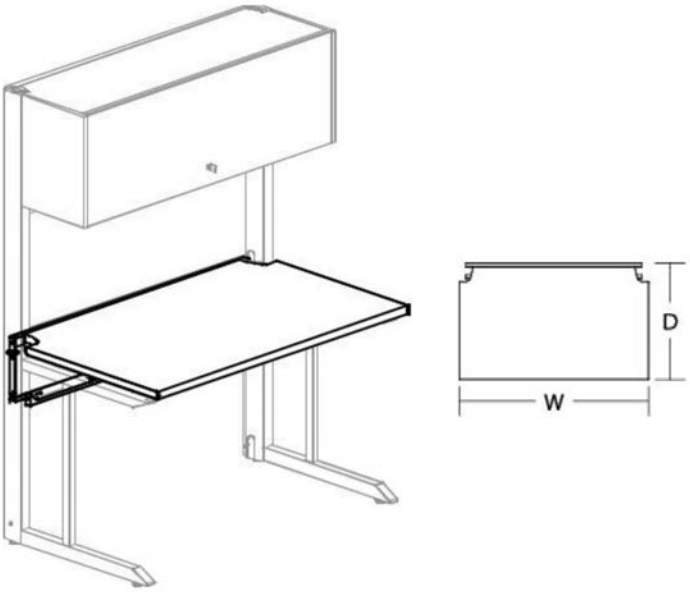
Item Numbers

Compass components each have unique item numbers. The item number specifies component type, size, and orientation. For example, CWL4830 is Compass worksurface linear 48 inches wide and 30 inches deep.

Corner worksurfaces attach between a corner leg and two legs supported by two included stretchers. Corner worksurfaces can be used to create a standalone desk or connect flanking worksurfaces of the same depth.

Corner worksurfaces are available in left hand widths (W1) and right hand widths (W2) of 24 to 72 inches in 6 inch increments. Widths W1 and W2 can be different. Corner worksurfaces have symmetrical left and right depths (D) of 18, 24, 30 inches.

Components

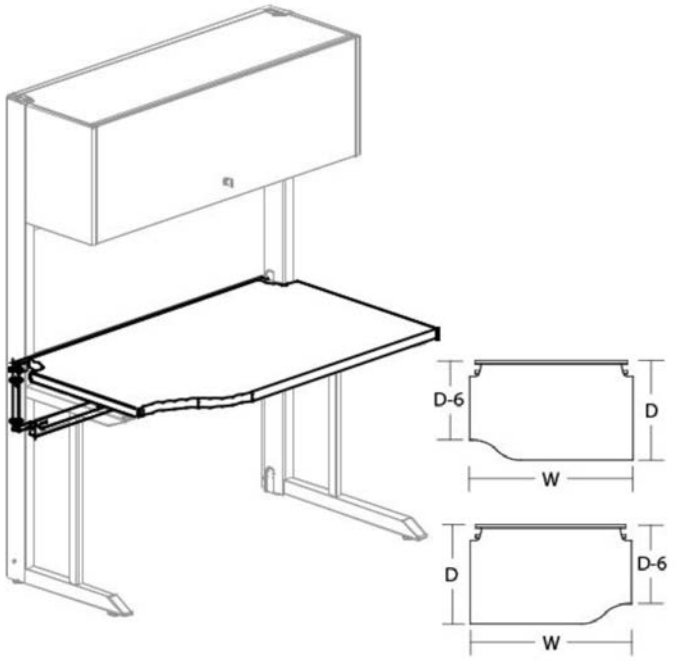


Linear Worksurface

Linear worksurfaces attach between two legs supported by included stretcher. Linear worksurfaces can be used to create standalone desk or to connect flanking worksurfaces of same depth.

Linear worksurfaces are available in widths (W) of 24 to 72 inches in 6 inch increments, and depths (D) of 18, 24, 30, or 36 inches.

- Linear worksurfaces item numbers describe the width and depth. For example, CWL4830 is 48 inches wide and 30 inches deep
- CWL7224 is a linear worksurface that is 72 inches wide and 24 inches deep



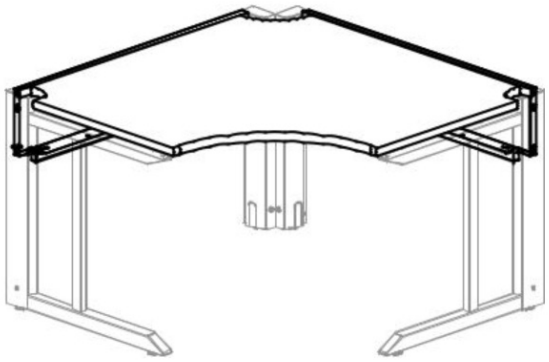
Linear Transition Worksurface

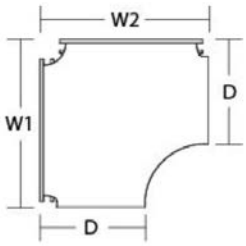
Linear transition worksurfaces attach between two legs supported by included stretcher. Linear transition worksurfaces connect two worksurfaces of different depths.

Linear transition worksurfaces are available in widths (W) of 24 to 72 inches in 6 inch increments. The deeper end has a depth

(D) of 24, 30, or 36 inches and the shallower end has depth of six inches less (D-6) of 18, 24, or 30 inches. The transition curve is always closer to narrower end.

- Linear transition worksurface item numbers describe width and depth of larger end (R=right and L=left). For example, CWLT4830R is 48 inches wide, 30 inches deep on right end, and 24 inches deep on left end.
- CWLT4824L is linear transition worksurface 48 inches wide, 24 inches deep on left end, and 18 inches deep on right end.





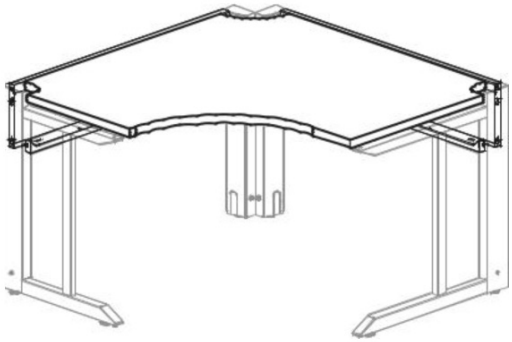
Corner Worksurface

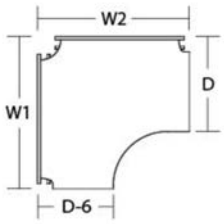
Corner worksurfaces attach between corner leg and two legs supported by two included stretchers. Corner worksurfaces can be used to create stand-alone desk or connect flanking worksurfaces of same depth.

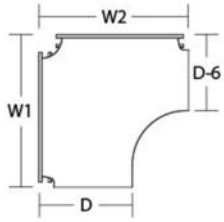
Corner worksurfaces are available in left hand widths (W1) and right hand widths (W2) of 24 to 72 inches in 6 inch increments. Widths W1 and W2 can be different. Corner worksurfaces have symmetrical left and right depths (D) of 18, 24, 30 inches.

Maximum corner worksurface width is 48 x 72 or 72 x 48 inches.

- Corner worksurface item numbers describe two widths and last number indicates depth (1=24 inches, 2=30 inches, and 5=18 inches). For example, CWC48602 is 48 inches wide on left side, 60 inches wide on right side, and 30 inches deep on ends.
- CWC60485 is corner worksurface 60 inches wide on left side, 48 inches wide on right side, and 18 inches deep on ends.







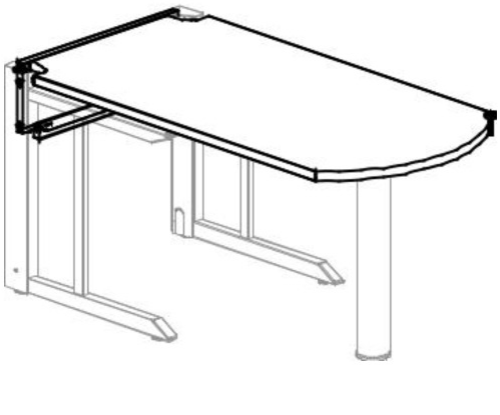
Corner Transition Worksurface

Corner transition worksurfaces attach between corner leg and two legs supported by two included stretchers. Corner transition worksurfaces connect flanking worksurfaces of different depths.

Corner transition worksurfaces are available in left hand widths (W1) and right hand widths (W2) of 24 to 72 inches in 6 inch increments. The deeper end has depth (D) of 24, or 30 inches. The shallower end has depth of 6 inches less (D-6) of 18 or 24 inches.

Maximum corner worksurface width is 48 x 72 or 72 x 48 inches.

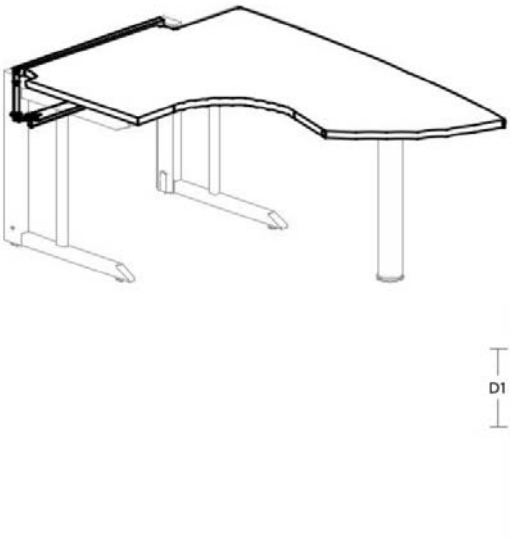
- Corner transition worksurface item numbers describe two widths and deeper end (R=right and L=left). For example, CWCT4860R is 48 inches wide on left side, 60 inches wide on right side, 30 inches deep on right end and 24 inches deep on left end.
- CWCC6048L is corner transition worksurface 60 inches wide on left side, 48 inches wide on right side, 18 inches deep on right end and 24 inches deep on left end.



Peninsula Worksurface

Linear worksurfaces attach between two legs Peninsula worksurfaces attach between two legs supported by included stretcher, and included peninsula leg. Peninsula worksurfaces can be attached on one side or both sides to any linear or corner worksurface.

- Peninsula worksurfaces are available in widths (W) of 24 or 30 inches, and depths (D) of 48, 60, or 72 inches.
- Peninsula worksurface item numbers describe the width and depth. For example, CWP3048 is 30 inches wide with peninsula depth of 48 inches.

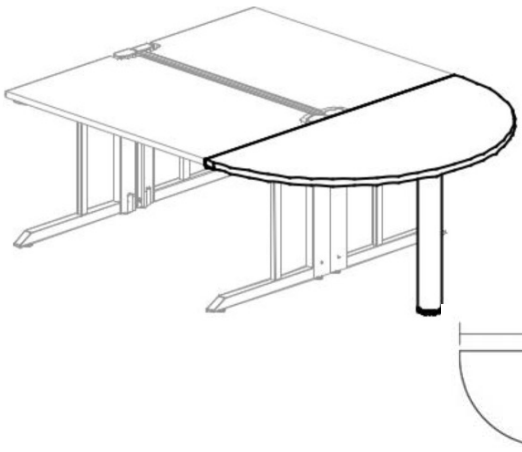


Jetty Worksurface

Jetty worksurfaces attach between two legs supported by included stretcher, and included peninsula leg. A jetty can be used at end of any 24 or 30 inch deep worksurface. Exterior end of a jetty is designed to be end of a workspace and does not connect to any other worksurface.

Jetty worksurfaces are available in width (W) of 48 inches, and connecting depths (D1) of 24 or 30 inches and overall depth (D2) of 72 inches. The distance between standard legs is about 14 inches less than overall width.

- Jetty worksurface item numbers describe width, overall depth, connection depth (1=24 inches and 2=30 inches), and orientation (R=right and L=left). For example, CWJ48721R is 48 inches wide, with connecting depth of 24 inches, and jetty depth of 72 inches on right side.
- CWJ48722L is 48 inches wide, with a connecting depth of 30 inches, and an overall depth of 72 inches on the left side.

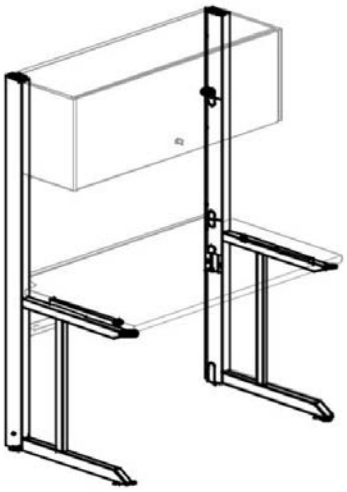


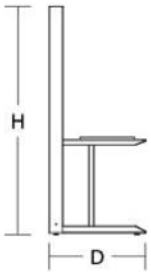
Conference End Worksurface

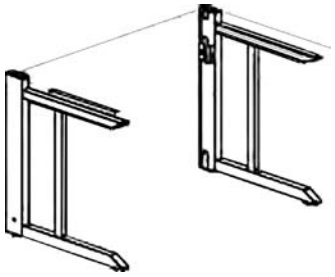
Conference end worksurfaces attach between two linear or corner worksurfaces and are supported by included peninsula leg.

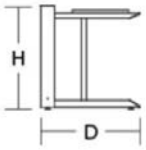
Conference ends are available in 48 and 60 inch widths (W) to connect two 24 inch deep or two 30 inch deep (D) worksurfaces. Conference ends are half-circles, so depth (D) is half width (W).

- Conference end worksurface item numbers describe width (W) which is equal to combined depth of two adjoining worksurfaces. For example, CWCE48 is 48 inches wide and 24 inches deep.







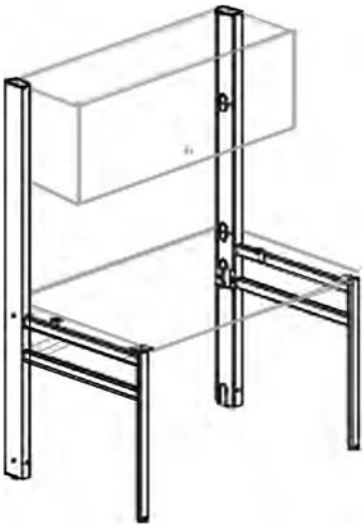


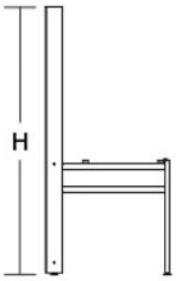
Standard Leg

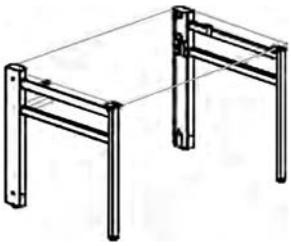
Standard legs attach to the ends of a stretcher and to the bottom of a worksurface. Standard legs are available in left and right versions.

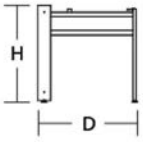
Standard legs are available in heights (H) of 29 and 65 inches and modular depths (D) of 18, 24, 30, or 36 inches. Both 29 and 65 inch legs support worksurfaces at 29 inches.

- Legs of 29 inches in height support organizer uprights of 12, 16, 20, and 36 inches. Legs of 65 inches in height can be considered a 29 inch leg with an integrated 36 inch upright.
- Standard leg item numbers describe the modular depth, overall height, and orientation (R=right and L=left). For example, CLS3065R supports a 30 inch deep worksurface, is 65 inches in height, and attaches to the right side of a worksurface.
- CLS2429L is a standard leg that supports a 24 inch wide worksurface, is 29 inches in height, and attaches to the left side of a worksurface.







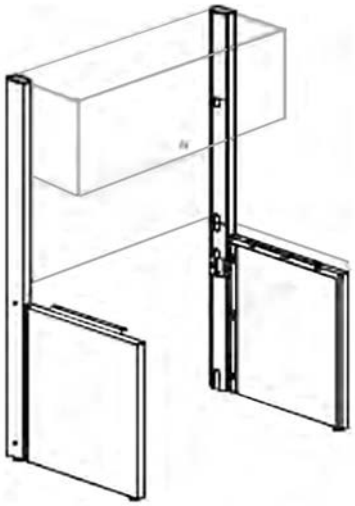


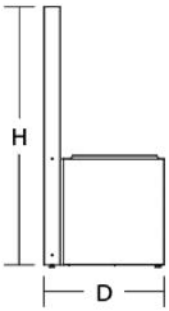
H Leg

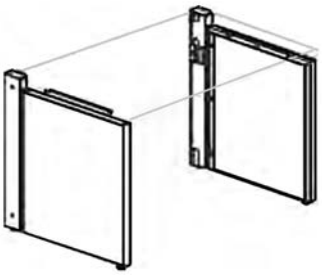
H legs attach to the ends of a stretcher and the bottom of a worksurface. H legs are available in left and right versions.

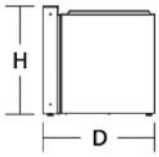
H legs are available in heights (H) of 29 and 65 inches and modular depths (D) of 18, 24, 30, or 36 inches. Both 29 and 65 inch legs support worksurfaces at 29 inches.

- Legs of 29 inches in height support organizer uprights of 12, 16, 20, and 36 inches. Legs of 65 inches in height can be considered a 29 inch leg with an integrated 36 inch upright.
- H leg item numbers describe the modular depth, overall height, and orientation (R=right and L=left). For example, CLH3065R supports a 30 inch deep worksurface, is 65 inches in height, and attaches to the right side of a worksurface.
- CLH2429L is an H leg that supports a 24 inch wide worksurface, is 29 inches in height, and attaches to the left side of a worksurface.







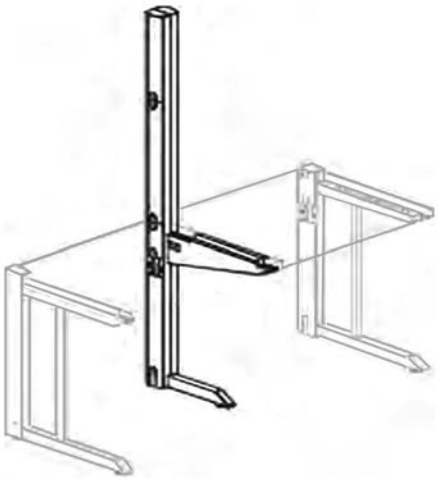


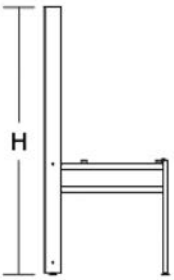
Full Leg

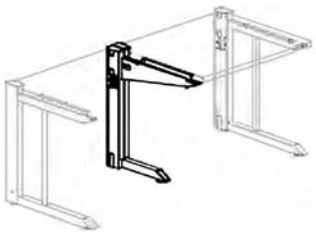
A full leg attaches to the end of a stretcher and the bottom of a worksurface. Full legs are available in left and right versions. The panel part of a full leg is steel and matches the appearance of modesty panels.

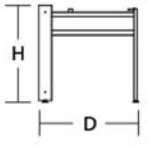
Full legs are available in heights (H) of 29 and 65 inches and modular depths (D) of 18, 24, 30, or 36 inches. Both 29 and 65 inch legs support worksurfaces at 29 inches.

- Legs of 29 inches in height support organizer uprights of 12, 16, 20, and 36 inches. Legs of 65 inches in height can be considered a 29 inch leg with an integrated 36 inch upright.
- Full leg item numbers describe the modular depth, overall height, and orientation (R=right and L=left). For example, CLF3065R supports a 30 inch worksurface, is 65 inches in height, and attaches to the right side of a worksurface.
- CLF2429L is a full leg that supports a 24 inch worksurface, is 29 inches in height, and attaches to the left side of a worksurface.





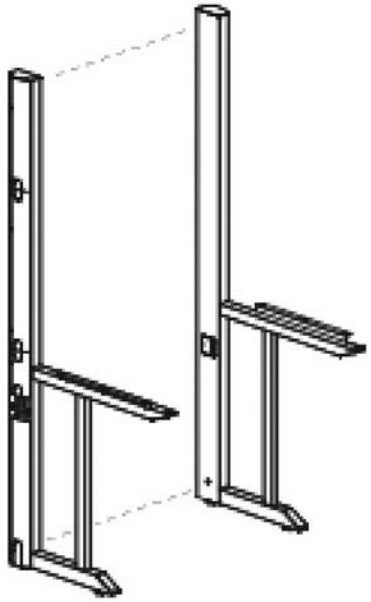


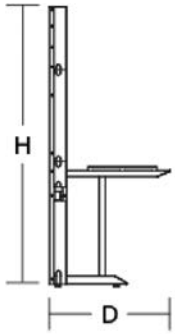


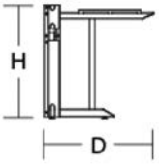
Joined Transition Leg

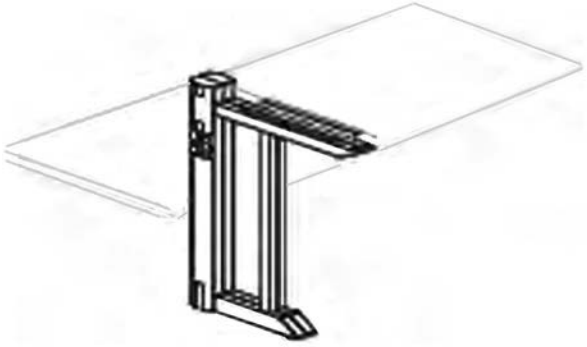
H legs attach to the ends of a stretcher and the Joined transition legs attach between two stretchers and the bottom of two worksurfaces, and are only available in a center version. Joined transition legs use separate worksurface support and a smaller foot to maximize clearance under the worksurface.

- Joined transition legs are available in heights (H) of 29 and 65 inches and modular depths (D) of 18, 24, 30, or 36 inches. Both 29 and 65 inch legs support worksurfaces at 29 inches.
- Legs of 29 inches in height support organizer uprights of 12, 16, 20, and 36 inches. Legs of 65 inches in height can be considered a 29 inch leg with two integrated 36 inch uprights.
- Joined transition leg item numbers describe the modular depth and overall height. For example, CLLT3065 support a 30 inch wide worksurfaces, is 65 inches in height, and attaches to adjoining worksurfaces.
- CLLT2429 is a joined transition leg that supports a 24 inch worksurfaces, is 29 inches in height, and attaches to adjoining worksurfaces.









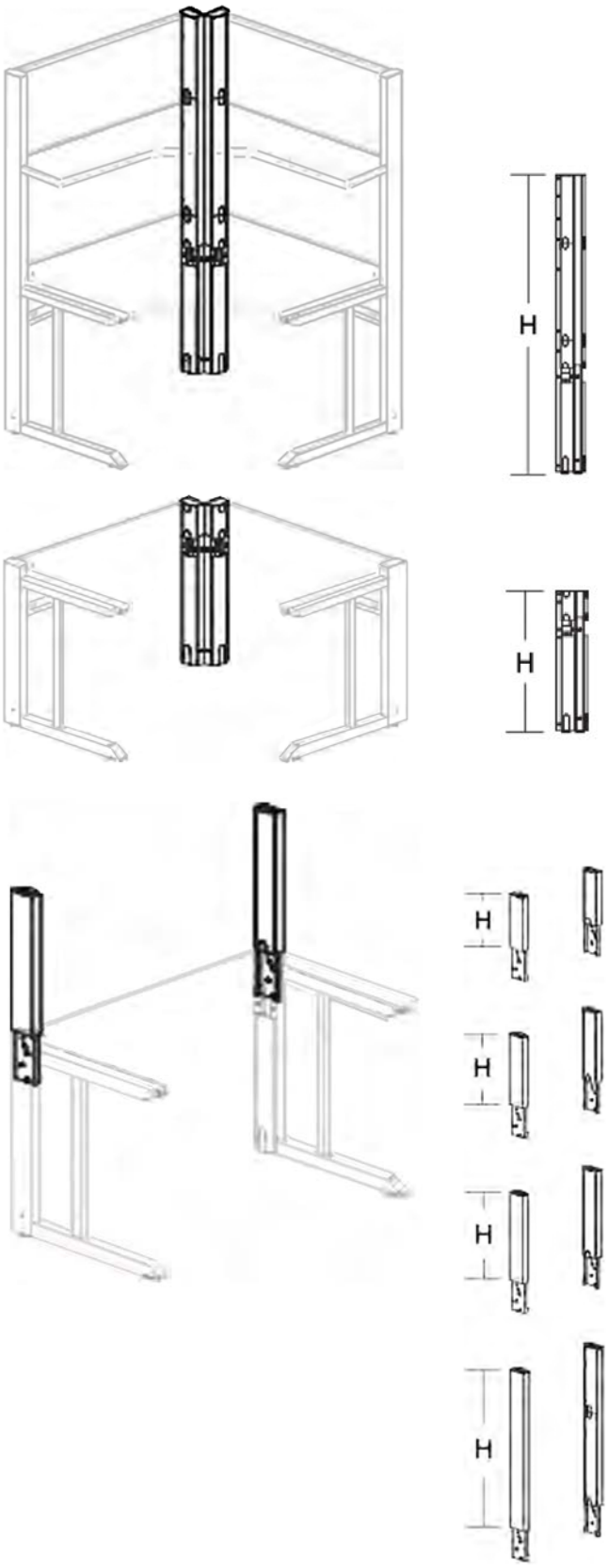
Non-Joined Transition Leg

Non-joined transition legs are available in heights (H) of 29 and 65 inches and modular depths (D) of 18, 24, 30, or 36 inches. Both 29 and 65 inch legs support worksurfaces at 29 inches.

Legs of 29 inches in height support organizer uprights of 12, 16, 20, and 36 inches. Legs of 65 inches in height can be considered a 29 inch leg with an integrated 36 inch upright.

To ensure structural integrity, a non -joined transition leg can not be used alone at the end of a worksurface.

- Non-joined transition leg item numbers describe the modular depth, overall height, and orientation (R=right and L=left). For example, non-joined transition leg item number CLT3065R supports a 30 inch wide worksurface, is 65 inches in height, and attaches to the right side of a worksurface.
- CLT2429L is a non-joined transition leg that supports a 24 inch wide worksurface, is 29 inches in height, and attaches to the left side of a worksurface.



Corner Leg

A corner leg must be used as the rear center leg of any corner worksurface. A corner leg is wider than a standard leg, and requires corner-specific worksurfaces, organizer panels, shelves, overhead compartments, and doors. These legs include a cable pass-through cutout at the stretcher level.

Corner legs are available in heights (H) of 29 and 65 inches and support all worksurface depths. Both 29 and 65 inch legs support worksurfaces at 29 inches.

Legs of 29 inches in height support organizer uprights of 12, 16, 20, and 36 inches. Legs of 65 inches in height can be considered a 29 inch leg with an integrated 36 inch upright.

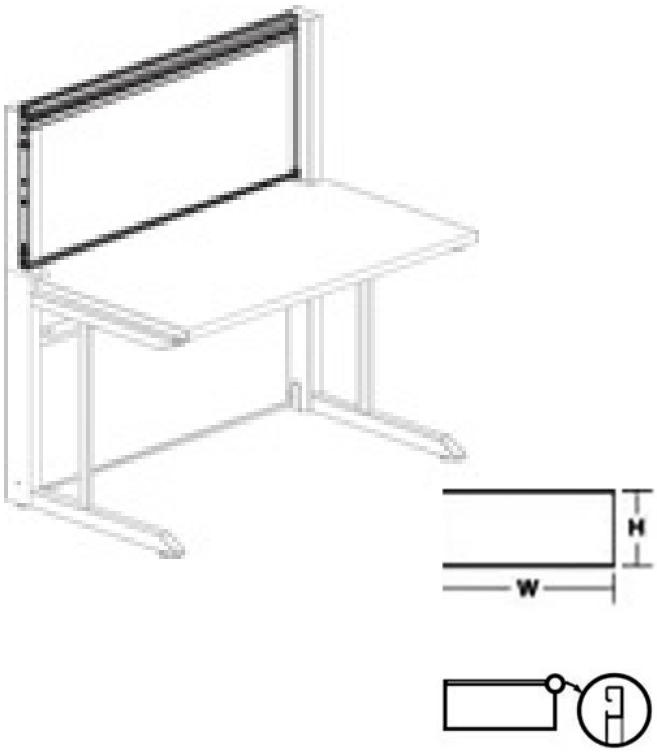
- Corner leg item numbers describe the overall height. For example, CLC65 is 65 inches in height and supports all corner worksurfaces, panels, shelves, and overhead compartments.
- CLC29 is a corner leg 29 inches in height and supports corner worksurfaces, modesty panels, and all upright heights.

Organizer Upright

Organizer uprights insert into the tops of 29 inch legs to support organizer panels, linear and corner storage shelves, overhead compartments, and transaction shelves.

Organizer uprights are delivered in pairs, and are available in modular heights (H) of 12, 16, 20, and 36 inches. The modular height is in addition to the 29 inch height of the leg, and does not include the part of the upright that inserts into the leg.

- Organizer upright item numbers describe the modular height. For example, item number COU12 is a pair of uprights that extend 12 inches above legs to support 12 inch organizer panels and transaction shelves.
- COU16 is a pair of uprights that extend 16 inches above legs to support 16 inch organizer panels and transaction shelves.
- COU20 is a pair of uprights that extend 20 inches above legs to support 20 inch organizer panels and transaction shelves.
- COU36 is a pair of uprights that extend 36 inches above legs to support 20 inch organizer panels (bottom) and 16 inch organizer panels (top), storage shelves, and overhead storage compartments.

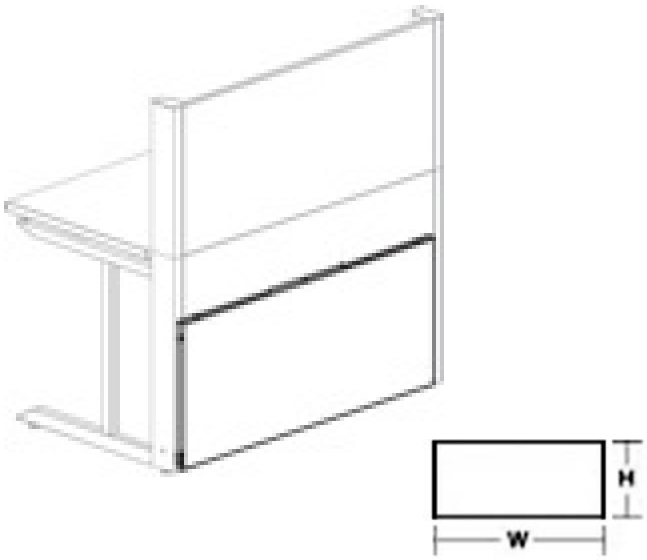


Organizer Panel

Organizer panels attach between uprights, and extend to the top of uprights or to the bottom of overhead compartments. Organizer panels come with an insert available in a variety of materials and finishes.

Organizer panels are available in widths (W) from 24 to 72 inches in 6 inch increments, and heights (H) of 12, 16, and 20 inches.

- Organizer panel item numbers describe the insert style (F=fabric, L=laminate, and J=J-hook), modular width, height, and location (L=linear and C=corner). For example, item number COL4816L is an organizer panel with a laminate insert that extends16 inches above a 48 inch linear worksurface. This panel does not have a J-hook.
- COF3612C is an organizer panel with a fabric insert that extends 12 inches above a 36 inch corner worksurface.
- Organizer panels can be ordered with a steel J-hook shaped into the top edge for hanging organizers.
- COFJ4820L is an organizer panel with a fabric insert, a J-hook, and extends 20 inches above a 48 inch linear worksurface.

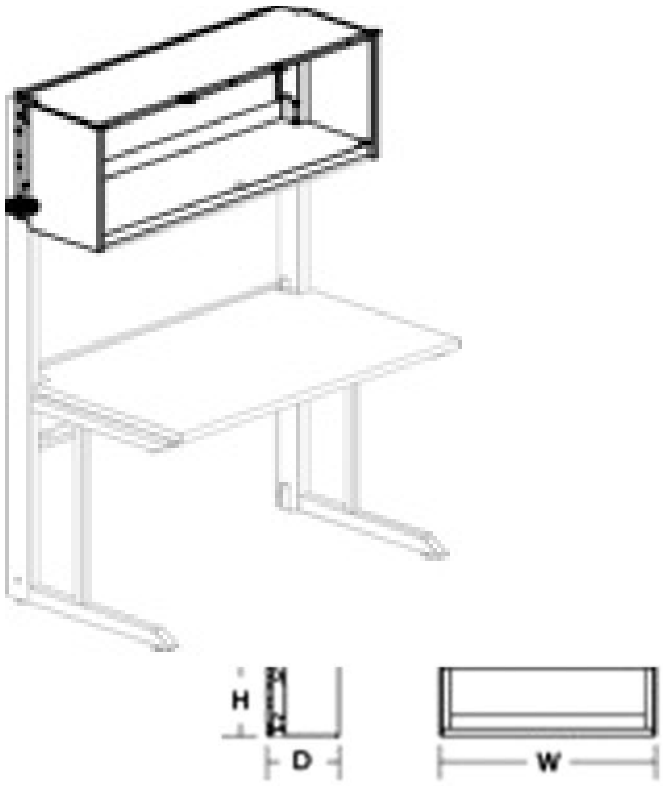


Modesty Panel

Modesty panels connect between legs and below the stretcher, extending to the bottom of legs to provide privacy. Modesty panels are constructed of steel and match the appearance of full legs.

Modesty panels are available in modular widths (W) from 24 to 72 inches in 6 inch increments, and a height (H) of 19 ½ inches.

- Modesty panel item numbers describe the modular width and location (L-linear and C=corner). For example, CM72L is a modesty panel that extends below the stretcher of a 72 inch linear worksurface.
- CM48C is a modesty panel that extends below the stretcher of a 48 inch corner worksurface.

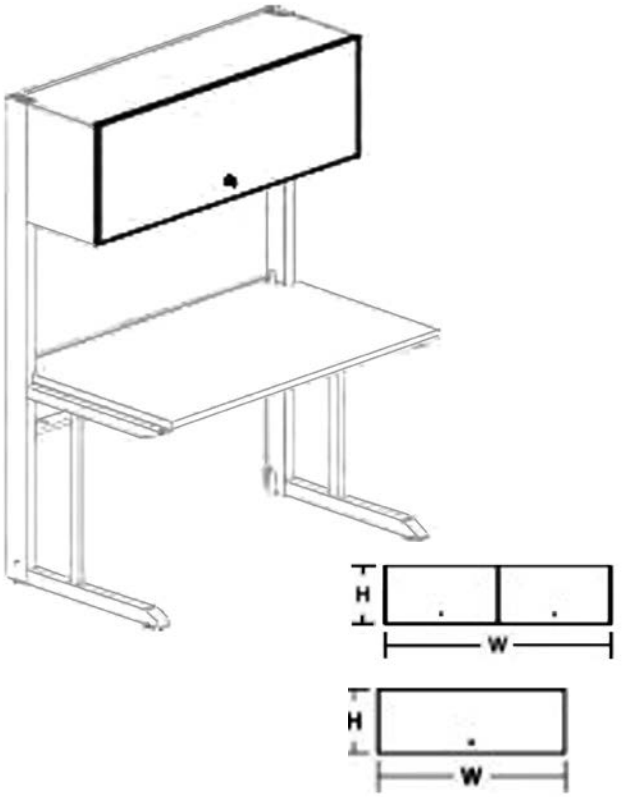


Overhead Compartment Shell

Overhead compartment shells attach to the uppermost section of 36 inch uprights or 65 inch legs. Overhead compartment shells include back, top, bottom, and side panels. Bottom panels are slotted to support optional dividers. Overhead compartment shells can be finished with flipper doors or cabinet doors, which must be ordered separately.

Overhead compartment shells are available in widths (W) of 24 to 72 inches in 6 inch increments, a depth (D) of 16 inches, and a height (H) of 16 inches. Compartment shells of 60 to 72 inches wide include a center shell partition.

- Overhead compartment shell item numbers describe the width and location (L=linear and C=corner). For example, CLCS72L is a 72 inch linear overhead compartment shell.
- CLCS48C is a 48 inch corner overhead compartment shell. Corner applications can use only one overhead compartment shell on the left or right side.

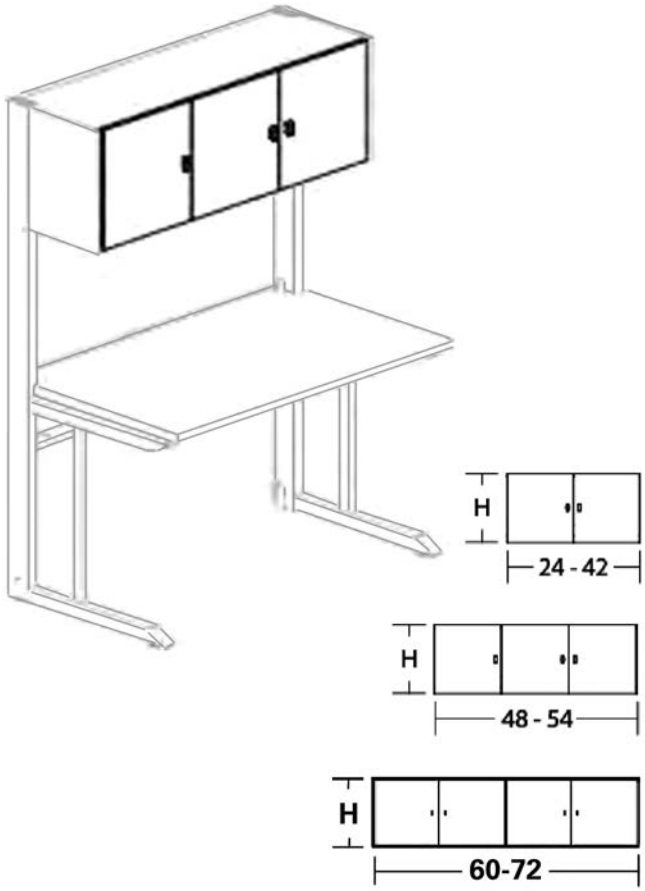


Flipper Doors

Flipper doors attach to the front of an overhead compartment shell. Flipper doors open outward and slide over the top of the compartment shell to stay in the open position. Flipper doors include locks and all required mounting hardware, and are available in a variety of finishes.

Flipper doors are available in widths (W) of 24 to 72 inches in 6 inch increments and a height (H) of 16 inches. Two flipper doors are provided for widths of 60 to 72 inches.

- Flipper door item numbers describe the width and location (L=linear and C=corner). For example, CDF72L specifies two flipper doors that attach to a 72 inch linear shell.
- CDF48C is a flipper door that attaches to a 48 inch corner shell. Corner applications can use only one overhead compartment shell and one set of flipper doors on the left or right side.



Cabinet Doors

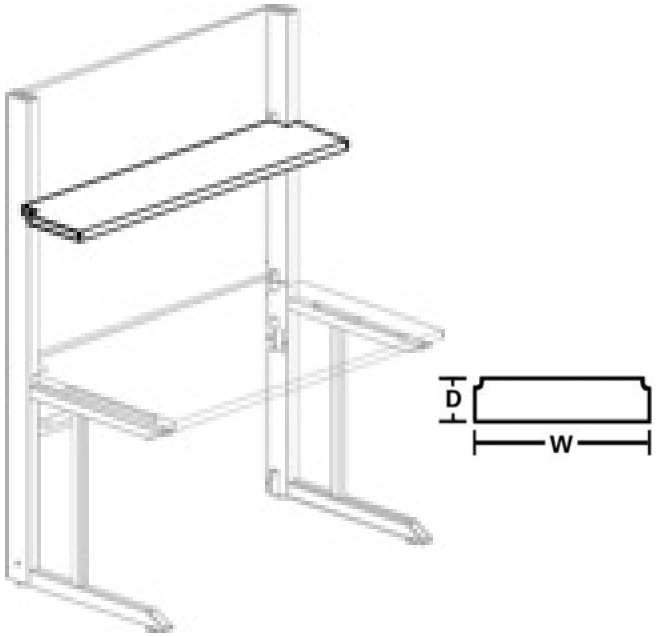
Cabinet doors attach to the front of an overhead compartment shell. Cabinet doors include side stiffeners, hinge plates, hinges, bumpers, door handles and all required mounting hardware.

Cabinet doors are available with optional locks and a variety of finishes.

Cabinet doors have a height (H) of 16 inches, and various widths determined by the overall width (W) of the compartment shell. Widths of 24 to 42 inches require 2 doors. Widths of 48 to 54 inches require 3 doors and an intermediate shell partition. Widths of 60 to 72 inches require 4 doors and use the center shell partition already included with the compartment shell.

The back of each cabinet door is etched with the modular width of the overhead compartment shell. For linear applications the door set is labeled 24, 30, 36, and so on. For corner applications the door set is labeled 20, 26, 32, and so on; 4 less than the comparable linear set.

- Cabinet door item numbers describe the width and location (L=linear and C=corner). For example, CDC24L specifies cabinet doors that attach to a 24 inch linear shell and includes 2 cabinet doors and 2 side stiffeners.
- CDC48C specifies cabinet doors that attach to a 48 inch corner shell and includes 3 doors, an intermediate shell partition, and 2 side stiffeners. Corner applications can use only one overhead compartment shell and one set of cabinet doors on the left or right side.
- CDL72L specifies cabinet doors that attach to a 72 inch linear shell, and includes 4 cabinet doors and 2 side stiffeners. The required center shell partition is already included with the 72 inch overhead compartment shell.

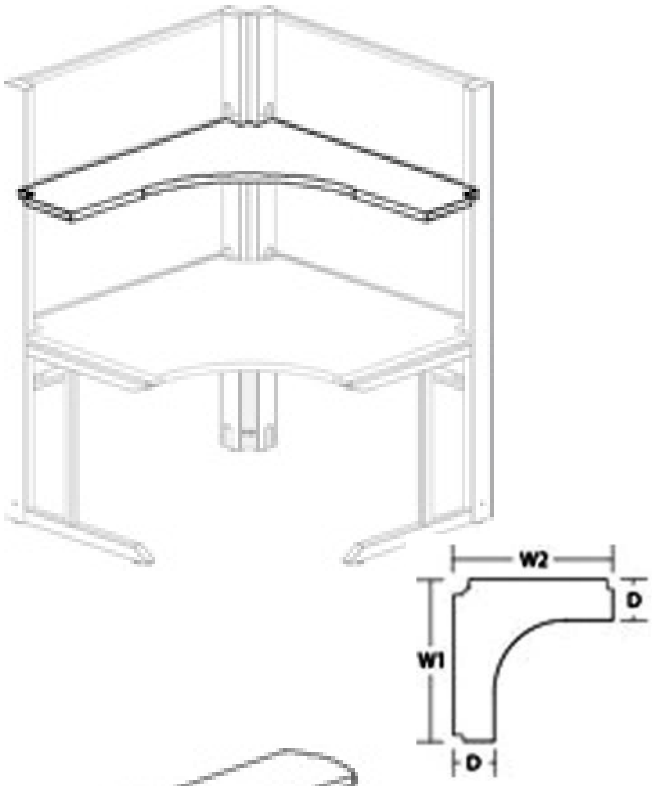


Linear Storage Shelf

Linear storage shelves attach between 36 inch uprights or 65 inch legs, 20 inches above the worksurface. Linear shelves use two end support brackets to connect to uprights.

- Linear storage shelves have a depth (D) of 12 inches and are available in widths (W) of 24 to 72 inches in 6 inch increments.
- Linear storage shelf item numbers describe the width and location (L=linear and C=corner). For example, CSL72L is a 72 inch linear shelf.

CSL48C is a 48 inch shelf for one side of a corner. Corner applications can use a linear shelf on the left or right side designated by a "C", or a corner shelf as described in the following section.



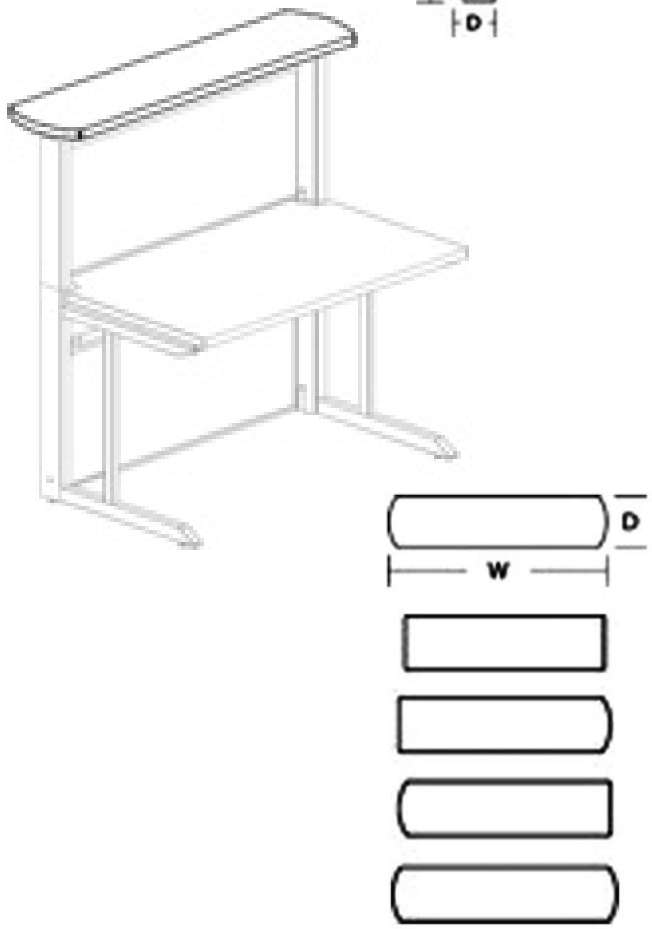
Corner Storage Shelf

Corner storage shelves attach between 36 inch uprights or 65 inch legs, 20 inches above the worksurface. Corner shelves use two end support brackets and one corner support bracket to connect to uprights.

Corner storage shelves have a depth (D) of 12 inches and are available in left hand widths (W1) and right hand widths (W2) of 24 to 72 inches in 6 inch increments.

Maximum corner shelf width is 48 x 72 or 72 x 48 inches.

- Corner storage shelf item numbers describe the left and right widths and L or R indicating the orientation of the wider side. For example, CSL4848 is a corner shelf that is symmetrical, 48 inches wide on the left and right sides.
- CSL6048L is a corner shelf that is 60 inches wide on the left side and 48 inches wide on the right side.



Transaction Shelf

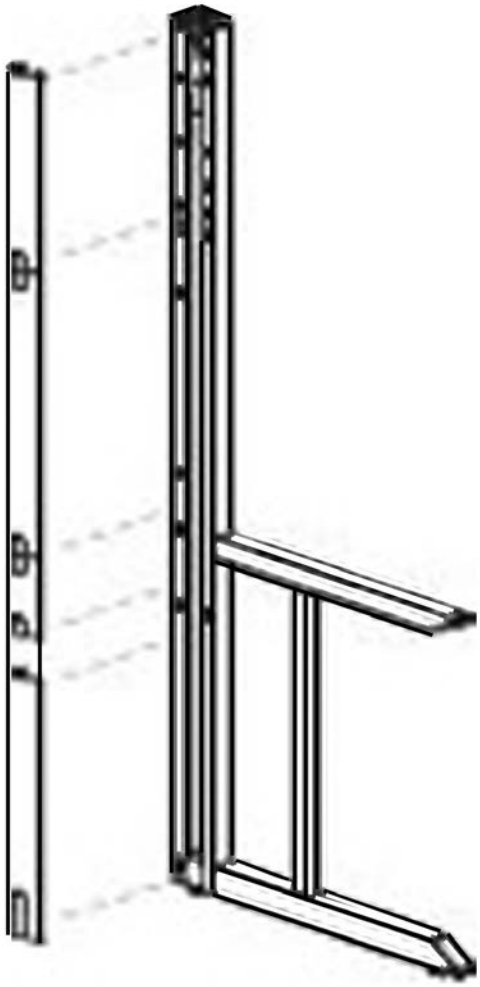
A transaction shelf attaches to the tops of two organizer uprights. A transaction shelf provides a desk surface above the height of the normal worksurface. A transaction shelf can have a combination of rectangular or dome ends.

Rectangular ends terminate at the edge of the upright for workspaces of the same width. Transaction shelves include pre-drilled mounting holes for attaching to uprights that are narrower than the shelf.

Dome ends extend 3 inches beyond the upright. For example, a 24 inch transaction shelf with rectangular ends is 24 inches wide. A 24 inch transaction shelf with one dome end is 27 inches wide. A 24 inch transaction shelf with both dome ends is 30 inches wide.

The top of the transaction shelf is 3 inches above the top of the uprights. Transaction shelves are available in widths (W) of 24 to 72 inches in 6 inch increments, and a depth (D) of 13 inches.

- Transaction shelf item numbers describe the end style (R=rectangular and D=domed), width, and location (L=linear and C=corner). For example, CRTR72L specifies a 72 inch wide rectangular transaction shelf for a linear application.
- CRTD48C is a 48 inch wide domed transaction shelf for a corner application.



Finish Trim Pieces

Compass components include wire way covers, top caps, and Eaton logos.

Wire Way Covers

Wire way covers attach to the open channel on the interior side of legs and uprights. Wire way covers have left and right versions. The flared side of the wire way cover aligns to the rear of the assembly. Wire way covers have cutouts that can be removed to accommodate cabling.

Legs of 26 inches in height use two wire way covers: 19½ inches on the bottom and 6 inches just below the worksurface.

Legs of 65 inches in height use four wire way covers: 19½ inches on the bottom, 6 inches just below the worksurface, 21¼ inches just above the worksurface, and 14¾ inches at the top.

Uprights of 36 inches use two wire way covers: 21¼ inches just above the worksurface, and 14¾ inches at the top.

Uprights of 12, 16, and 20 inches use one wire way cover each, or 12, 16, and 20 inches respectively.

Top Caps

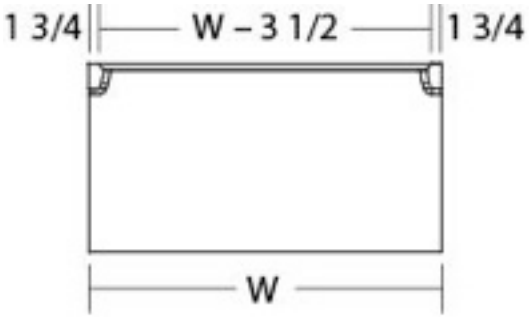
Top caps insert into the very top of legs and uprights. Top caps have left and right versions that match the shape of the wire way covers.

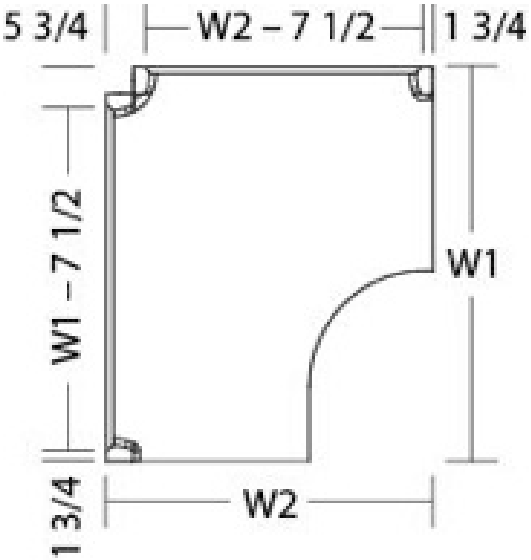
Eaton Logo

Eaton logos are provided separately to be attached during installation. Place logos on a few workspaces per installation. Logos can be placed on stretchers and inside overhead compartments. For more information about attaching logos, see the Installing Compass Components section.

Accessories

A wide variety of accessories can be integrated with your Compass components. For more information, refer to the installation instructions provided with these accessories.





Installing Compass Components

Compass components are engineered to ensure ease of assembly and installation. All required parts are included with each component. Components can be combined without modification or additional fasteners.

NOTICE

Note: If two or more Compass components do not fit together seamlessly, check the orientation of the parts. Double-check the part numbers and instructions to make sure the components are intended to connect.

Component Sizing Details

To maintain consistent external dimensions, internal component sizes may be smaller than the modular dimension.

NOTICE

Note: Dimensions are rounded to the nearest ¼ inch.

A single leg is 1¾ inches wide. To support a linear worksurface between two legs, the stretcher must be 3½ inches narrower than the worksurface (1¾ + 1¾ = 3½).

For example, a 48 inch linear worksurface where W = 48 inches includes a 44½ inch stretcher (48 – 3½ = 44 ½).

A corner leg is 5¾ inches wide. To support a corner worksurface between a corner leg and a standard leg, the stretcher must be 7½ inches narrower than the worksurface (5¾ + 1¾ = 7½).

For example, a symmetrical corner worksurface where W1 = 48 inches and W2 = 48 inches includes two 40½ inch stretchers (48 – 7½ = 40½).

A non-symmetrical corner worksurface where W1 = 60 inches and W2 = 48 inches includes one 52½ inch stretcher for W1 and one 40½ inch stretcher for W2.

The stretcher sizing details also apply to organizer panels and modesty panels. Linear organizer and modesty panels are 4½ inches narrower than the corresponding worksurface. Corner organizer and modesty panels are 7½ inches narrower than the corresponding worksurface.

Linear overhead compartments and shelves have the same overall width as workspaces, with internal allowances for legs.

Linear overhead compartment shells and storage shelves can only be applied to one side of a corner configuration. The overall width is 4 inches less than the specified width (W1 or W2) of the corresponding corner worksurface.

Corner storage shelves have the same overall widths (W1 and W2) as the corresponding corner worksurface.

Order of Installation

1. Prepare the staging and installation areas.
2. Unpack components and component kits. Verify inventory.
3. Install legs, stretchers, and modesty panels.
4. Install organizer uprights, alignment connectors and organizer panels.
5. Install overhead shelves, compartments, and doors.
6. Install worksurfaces, tie plates, and transaction shelves.
7. Level and align installed components.
8. Install data and electrical cabling.
9. Install drawers, accessories, and lighting.
10. Install wire way covers and top caps.

Best Practices

- Work in teams of two or more people to install Compass components.
- Compare the installation plan with the bill of materials to make sure all the required components are present.
- Do not attempt to install more than one workspace at a time. Stagger large installations to facilitate leveling and alignment.
- When connecting multiple components, assign one leg as the "anchor" and work outward from that location.
- To maintain structural integrity do not use transition legs at the end of unsupported worksurfaces.

⚠WARNING

Components can become unstable during assembly. Use caution when installing overhead compartments and shelves.

Preparing to Install

Designate a staging area for unpacking and organizing components.

Tools Required for Assembly (not provided)

- Utility knife or scissors
- Powered driver
- 3/8 Hex socket, 7/16 hex socket, and extensions
- 7/8 Open end box wrench
- Flathead screwdriver or driver bit, magnetic
- #1 And #2 phillips screwdrivers or driver bits, magnetic
- 3/16 Wood drill bit
- Plastic mallet
- Spirit (bubble) level
- Measuring tape
- Pry bar

Prepare Area

Ensure the staging and installation areas are clean and free from debris. Protect facilities and equipment as needed with wall and floor coverings.

Unpack

In the staging area, unpack the product. Use a utility knife as needed to remove packaging.

NOTICE

Note: Take care not to damage components while unpacking.

Stagger the unpacking to allow space for assemblies to be built and moved to the installation area before continuing.

NOTICE

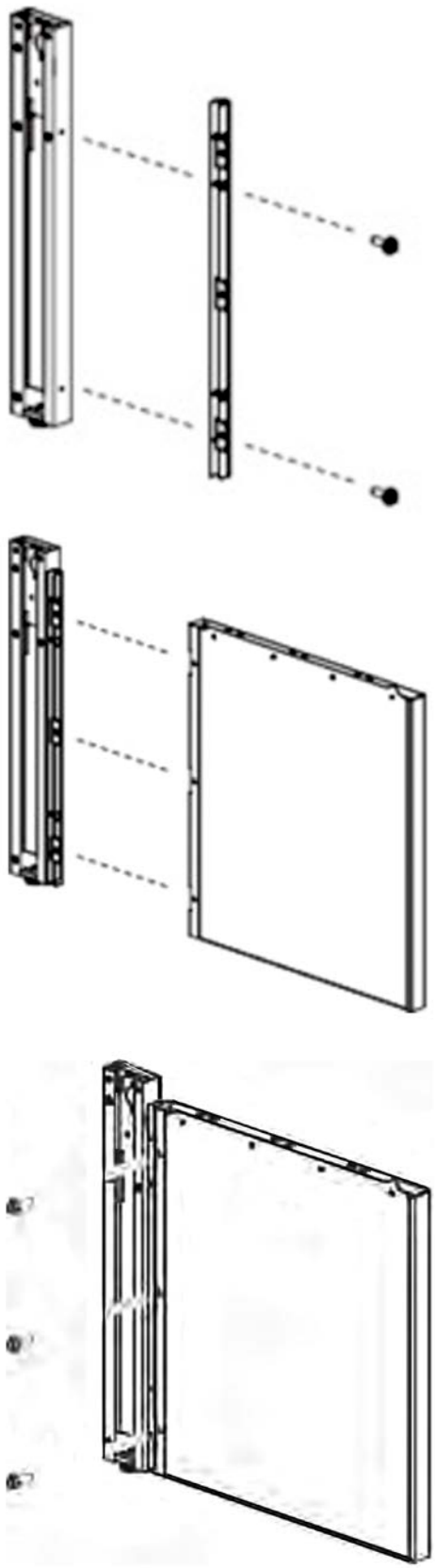
Note: All enclosed component names and numbers are listed on one end of the packaging.

For smaller installations, components are shipped in individual sets with connecting components packed together.

For larger installations, components are shipped in bulk, with all similar components packed together.

Verify Inventory

Take an inventory of all components and component kits. Compare the inventory with the list of components required for this installation. Notify your Eaton Sales Representative or Compass Technical Support of any damaged or missing parts.



Assemble Legs

If legs are shipped unassembled or partially assembled, complete the procedures in this section to assemble legs.

Assemble Full Legs

If full legs are shipped unassembled or partially assembled, complete this procedure to assemble the full legs.

Components:

- Full leg unassembled

Hardware - COMPKIT1

- ¼-20 x ½ Hex Head Self Tapping Screws
- ¼-20 x ¾ Hex Head Machine Screws

Tools required (not included)

- Powered driver
- ⅜ hex socket

Any additional hardware required for assembly is attached to leg components.

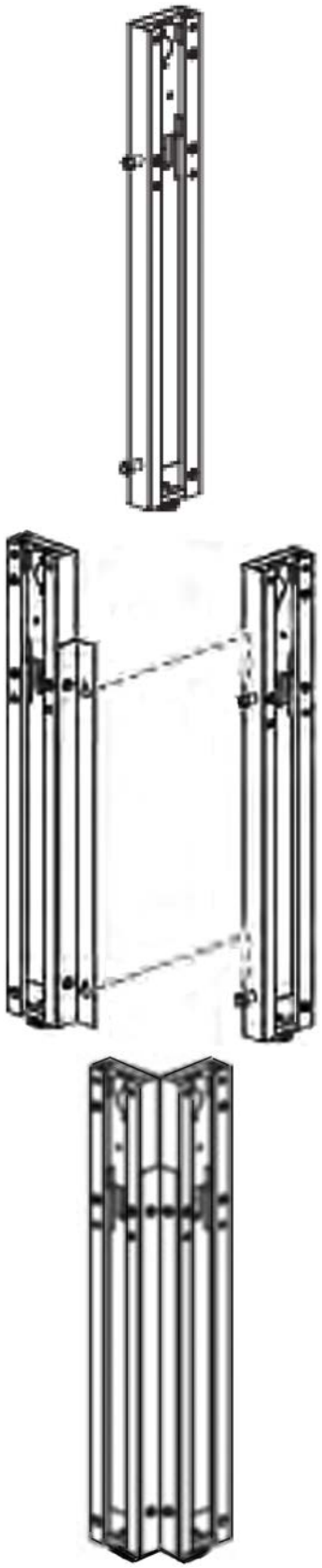
Complete this procedure to assemble a full leg.

1. Position the mounting bracket with the flanges even with the inner side of the leg as shown. Insert two ¼-20 x ½ self tapping hex screws through the bracket into the holes in the front edge of the leg and tighten.

NOTICE

Note: Do not over-tighten.

2. Align the three slots in the panel with the three flanges in the mounting bracket. Slide the flanges into the slots in the panel.
3. Insert three ¼-20 x ¾ machine hex screws through the holes in the panel into the threaded holes in the flanges and tighten. Full leg assembly is complete.
4. Repeat these steps until all full legs needed in this stage of the installation are assembled, then continue to the next section.



Assemble Corner Legs

If corner legs are shipped partially assembled, complete this procedure to assemble corner legs before continuing. The procedure is the same for 29 inch and 65 inch corner legs.

Components:

- Left side of corner leg and attached angle bracket
- Right side of corner leg

Hardware

- ¼-20 x ½ hex head self tapping screws

Tools required (not included)

- Powered driver
- ⅜ hex socket

Any additional hardware required for assembly is attached to leg components.

Complete this procedure to assemble a corner leg.

1. Make sure the pre-assembled hex screws in the right side leg have at least ¼ inch clearance for the angle bracket.
2. Align the keyholes in the angle bracket with the screws in the front edge of the right side leg. Seat the keyholes on the hex screws.
3. Tighten the hex screws. Corner leg assembly is complete.

NOTICE

Note: Do not over-tighten.

4. Repeat these steps until all corner legs needed in this stage of the installation are assembled, then continue to the next section.

Install Linear Legs and Stretchers

Each worksurface is delivered with the appropriate length stretcher. Stretchers connect between legs to support worksurfaces.

NOTICE

Note: If wire way covers are attached to legs, remove them before continuing. Do not attach wire way covers until the end of the installation.

Components:

- Left leg
- Right leg
- Linear stretcher

Hardware - COMPKIT1

- ¼-20 X ¾ hex head machine screws

Tools required (not included)

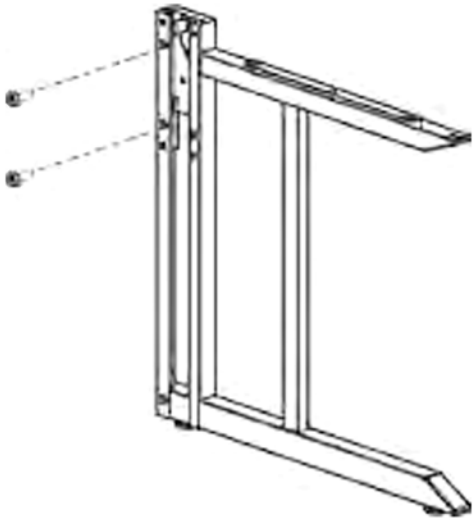
- Powered driver
- ⅜ hex socket
- Socket extension

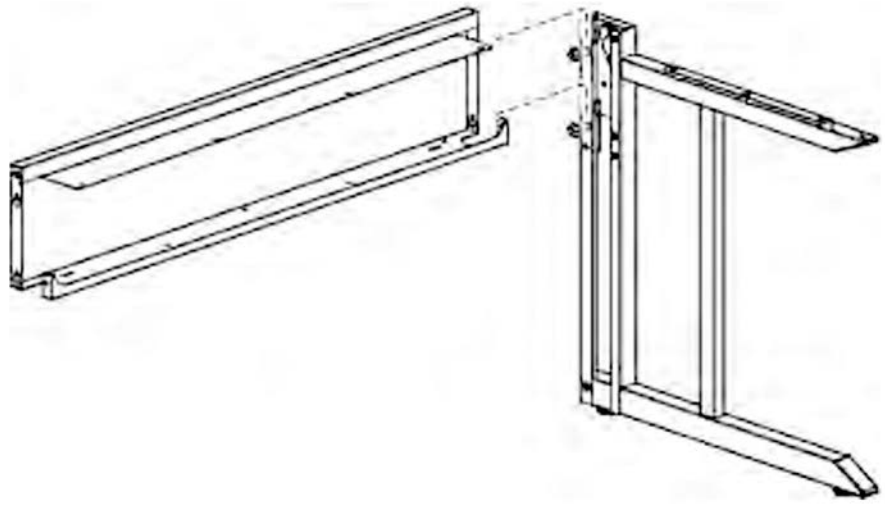
Complete this procedure to attach a stretcher between two legs.

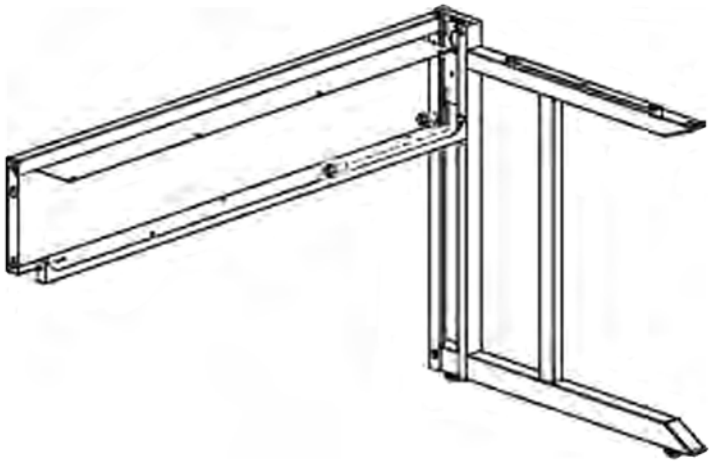
NOTICE

Note: This procedure shows standard legs. The same steps apply to all types of legs.

1. Partially insert two hex screws into the threaded holes in the rear rail of the leg as shown.
2. Align the keyholes on the end of the stretcher with the partially inserted hex screws in the leg as shown. Slide the stretcher down to seat the keyholes on the hex screws.



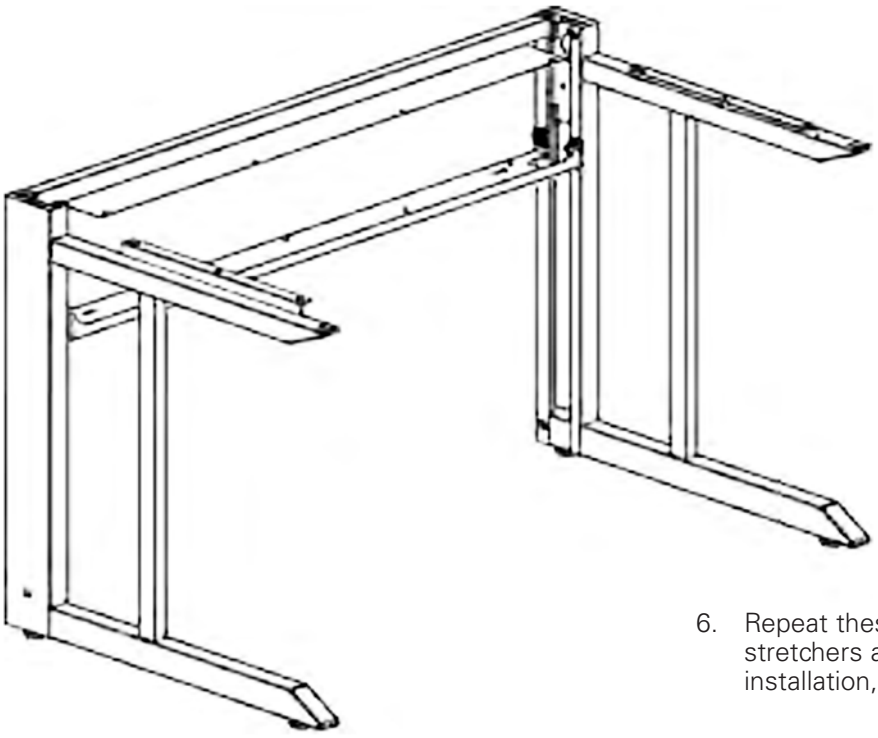




3. Insert one hex screw through the remaining hole in the end of the stretcher into the threaded hole in the front rail of the leg.

4. Repeat steps 1 through 3 to attach the other leg to the stretcher.

5. Tighten all screws installed to this point. The stretcher installation is complete.



6. Repeat these steps until all the legs and stretchers are connected for this stage of the installation, then continue to the next section.

Install Corner Legs and Stretchers

For corner applications, stretchers attach the corner leg to left and right legs

Components:

- Corner leg
- Left leg
- Right leg
- Two (2) stretchers

Hardware - COMPKIT1

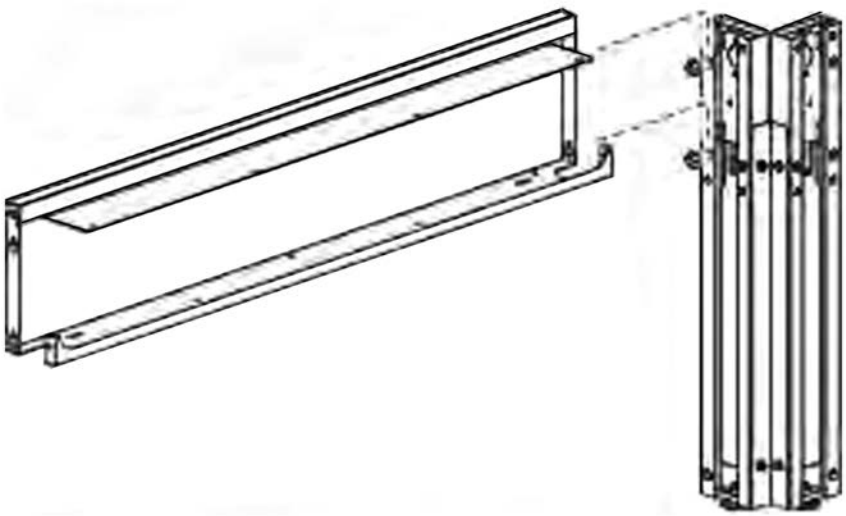
- ¼-20 X ¾ hex head machine screws

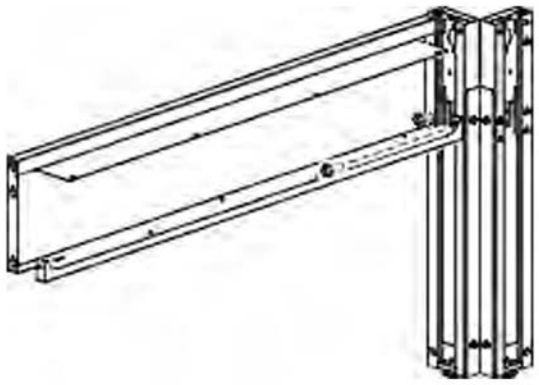
Tools required (not included)

- Powered driver
- ⅜ hex socket
- Socket extension

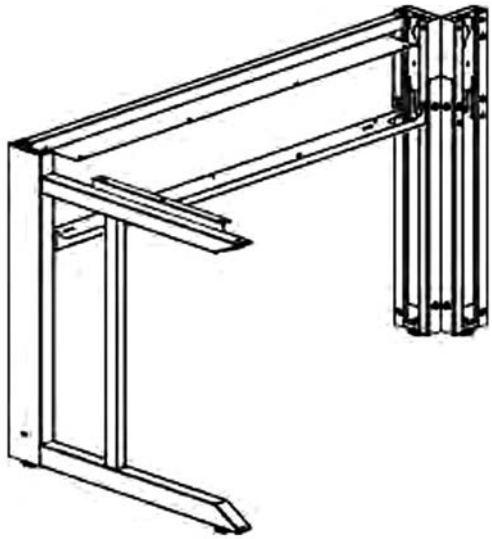
Complete this procedure to attach two stretchers between corner leg and two end legs.

1. Partially insert two hex screws into the threaded holes in the rear rail of one side of the corner leg. The first hole is third from the bottom of the leg, and the second hole is the next one down.
2. Align the keyholes on the end of one stretcher with the partially inserted hex screws in the leg as shown. Slide the stretcher down to seat the keyholes on the hex screws.



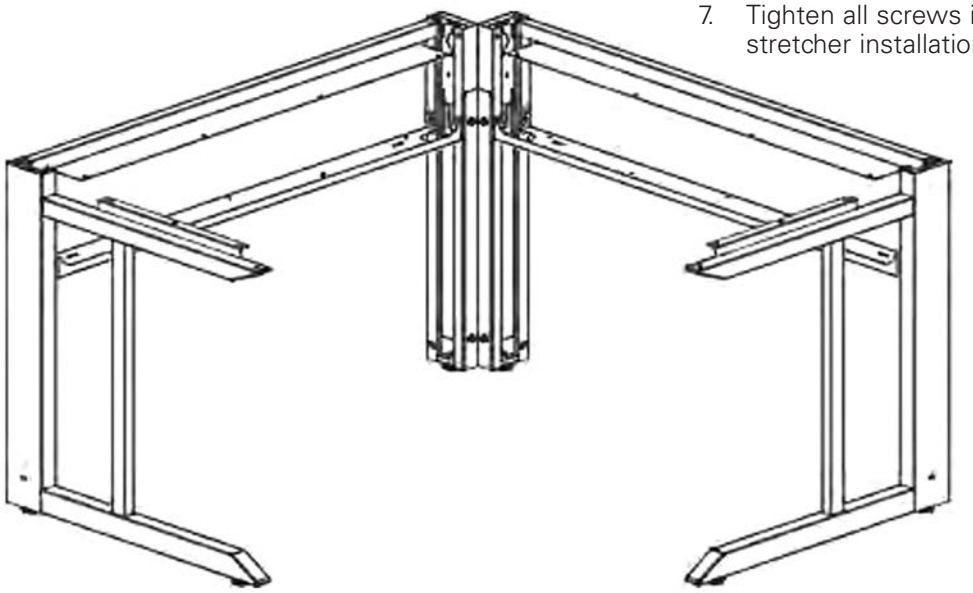


3. Insert one hex screw through the remaining hole in the end of the stretcher into the threaded hole in the front rail of the leg..



4. Partially insert two hex screws into the threaded holes in the rear rail of the end leg. The first hole is even with the worksurface support, and the second hole is the next one down.

5. Align the keyholes on the end of the stretcher with the partially inserted hex screws in the end leg. Slide the stretcher down to seat the keyholes on the hex screws.
6. Repeat steps 1 through 5 to attach the other stretcher.
7. Tighten all screws installed to this point. The stretcher installation is complete.



Repeat these steps until all the legs and stretchers needed in this stage of the installation are connected, then continue to the next section.

Connect Transition Legs

Non-joined transition legs must be bolted together. Transition legs attach to stretchers using the same procedure described in the Install Legs and Stretchers section.

Requirements:

- Installed legs and stretchers

Components:

- Left non-joined transition leg and stretcher assembly
- Right non-joined transition leg and stretcher assembly

Hardware - COMPKIT1

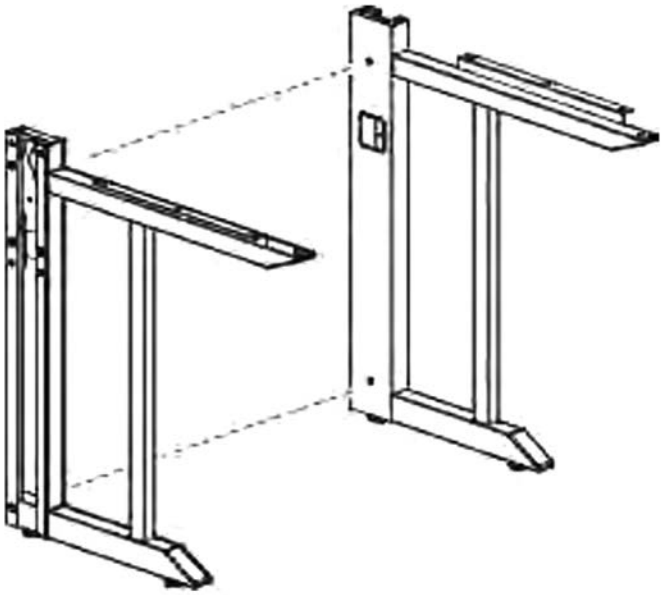
- ¼-20 X ¾ hex head machine screws
- ¼-20 Hex Nuts

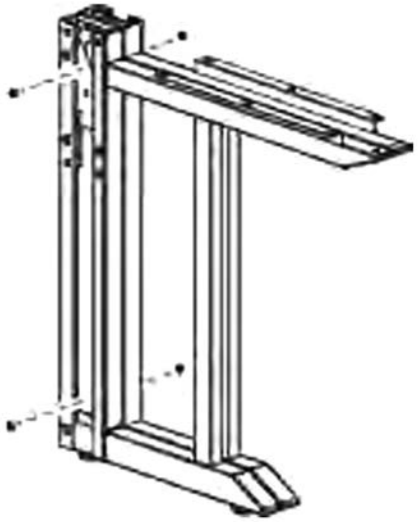
Tools required (not included)

- Powered driver
- ⅜ hex socket
- 7⁄16 hex socket

Complete this procedure to connect left and right non-joined transition legs.

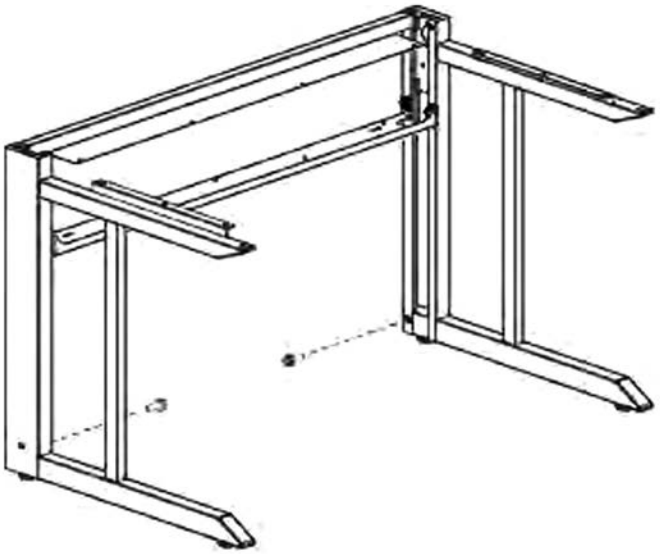
1. Remove the inserts from the holes on the external side of each leg. Position the left and right legs back-to-back with the holes aligned.





2. Insert a hex head bolt through each hole. Attach a hex head nut to each bolt and tighten.

3. Repeat these steps until all non-joined transition legs needed in this stage of the installation are connected, then continue to the next section.



Install Modesty Panels

Modesty panels are optional. Modesty panels connect to the bottom side of stretchers and the interior sides of legs to provide privacy

Requirements:

- Installed legs and stretchers

Components:

- Modesty panels

Hardware - COMPKIT1

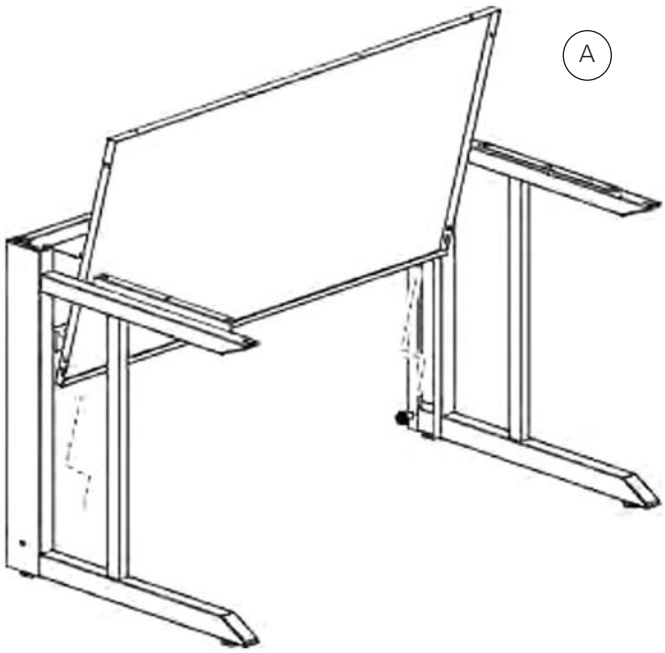
- ¼-20 X ¾ hex head machine screws
- #10-24 x ⅜ self tapping screws

Tools required (not included)

- Powered driver
- ⅜ hex socket
- #2 Phillips bit

Complete this procedure to attach modesty panels to installed legs and stretchers.

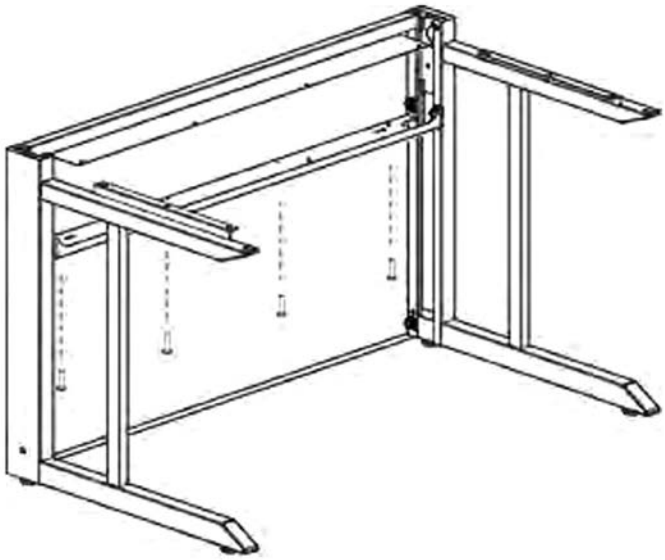
1. Remove the plastic plugs from the threaded holes at the bottom of the interior side of the legs. Partially insert two hex screws, one in each threaded hole



2. Align the slots in the modesty panel with the partially inserted hex screws in both legs. Push the modesty panel in and down to seat the screws in the slots and align the top flange with the bottom flange of the stretcher. The back of the modesty panel must align even with the back of the stretcher.

NOTICE

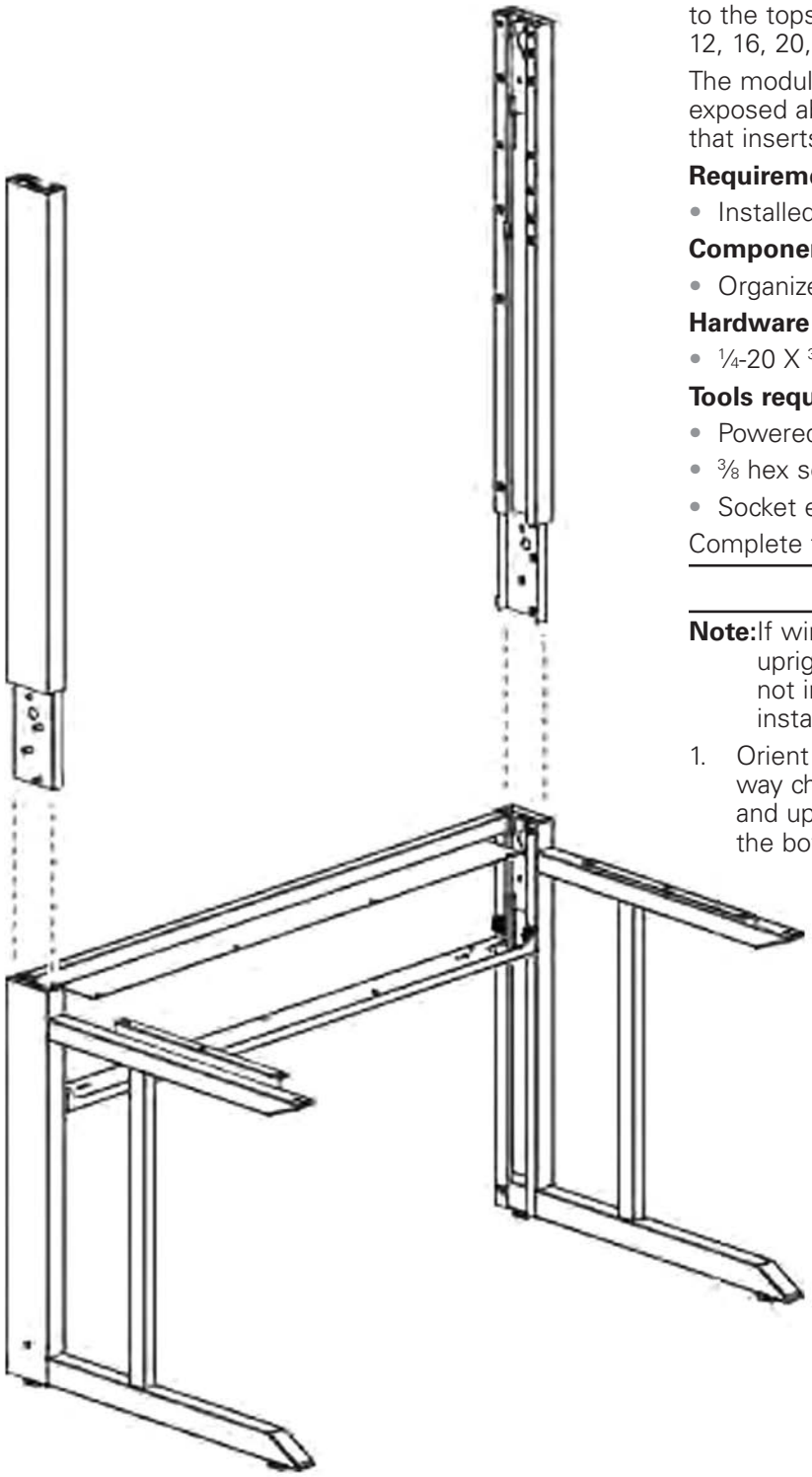
Note: This figure "A" shows the modesty panel installed from the front. The panel can also be installed from the rear.



3. From below, insert self tapping screws through the holes in the top flange of the modesty panel into the matching holes in the bottom of the stretcher.

4. Tighten all screws installed to this point.

5. Repeat these steps for all modesty panels needed in this stage of the installation, then continue to the next section.



Install Uprights

Uprights are provided in pairs to support back panels, shelves, and overhead compartments. Uprights attach to the tops of 29 inch legs and come in four heights: 12, 16, 20, and 36 inches.

The modular height refers to the part of the upright exposed above the leg, and does not include the base that inserts into the top of the leg.

Requirements:

- Installed legs and stretchers

Components:

- Organizer uprights

Hardware - COMPKIT7

- ¼-20 X ¾ hex head machine screws

Tools required (not included)

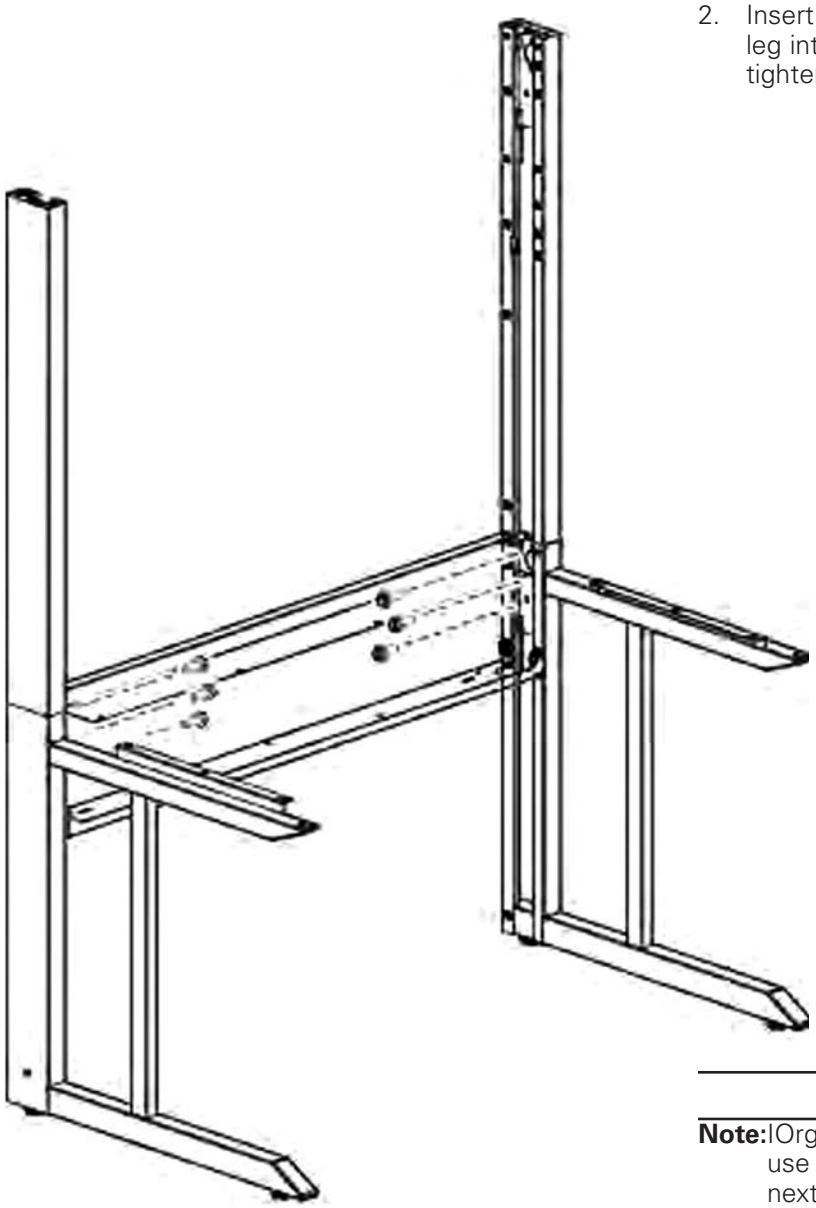
- Powered driver
- ⅜ hex socket
- Socket extension

Complete this procedure to install uprights.

NOTICE

Note: If wire way covers are attached to legs and uprights, remove them before continuing. Do not install wire way covers until the end of the installation.

1. Orient the upright to match the leg, with the wire way channel facing inward. Note that both legs and uprights have left and right versions. Insert the bottom of the upright into the top of the leg.

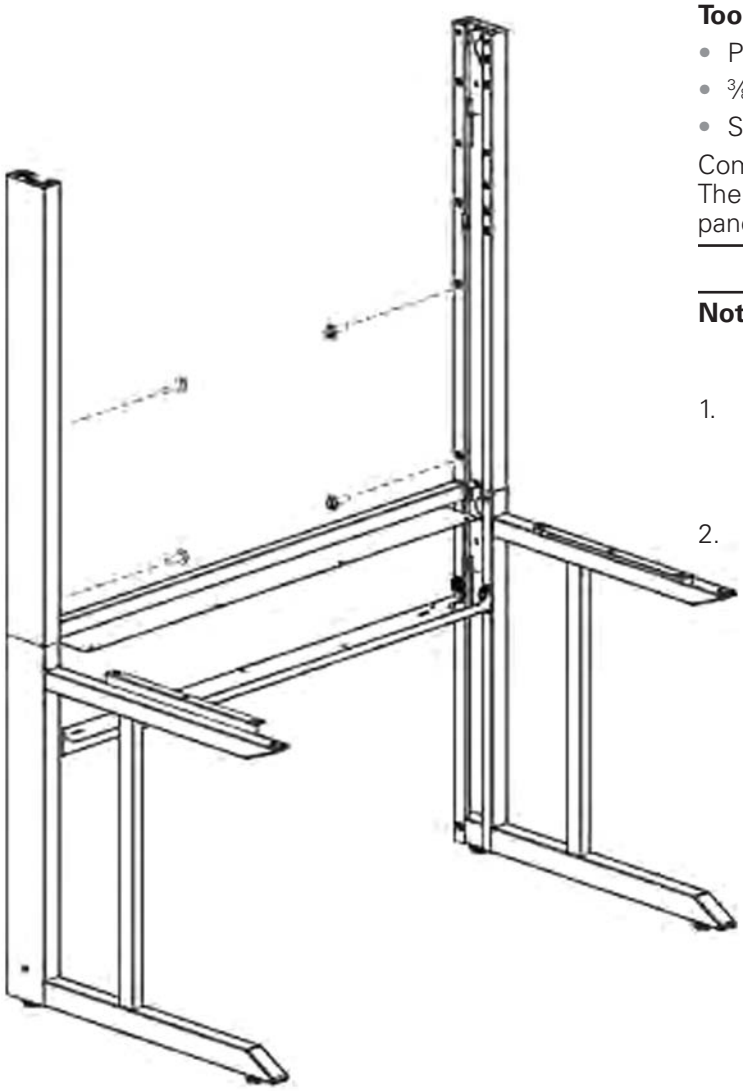


2. Insert three hex screws through the holes in the leg into the threaded holes in the upright and tighten.

NOTICE

Note: lOrganizer uprights of 20 and 36 inches in height use alignment connectors, as described in the next section Install Alignment Connectors.

3. Repeat these steps for all uprights needed in this stage of the installation, then continue to the next section.



Install Organizer Panels

Organizer panels attach between uprights and above stretchers to provide organizer support and privacy. Organizer panels can be ordered with a built-in J-hook for mounting organizer accessories.

NOTICE

Note: Organizer panels can only be installed after installing legs and uprights.

Requirements:

- Installed legs, stretchers, and organizer uprights

Components:

- Organizer panels

Hardware - COMPKIT7

- ¼-20 X ¾ hex head machine screws

Tools required (not included)

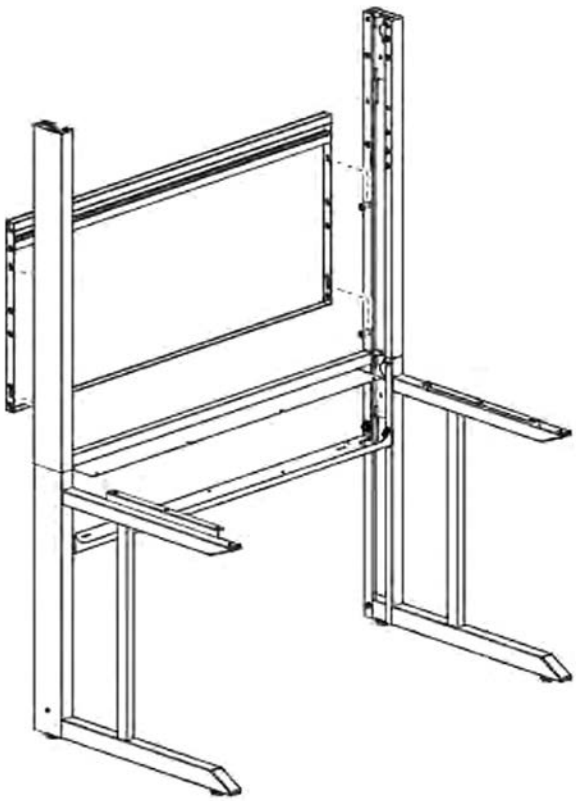
- Powered driver
- ⅜ hex socket
- Socket extension

Complete this procedure to install organizer panels. The same steps apply to lower and upper organizer panels.

NOTICE

Note: When installing upper and lower organizer panels, the lower organizer panel must be installed first.

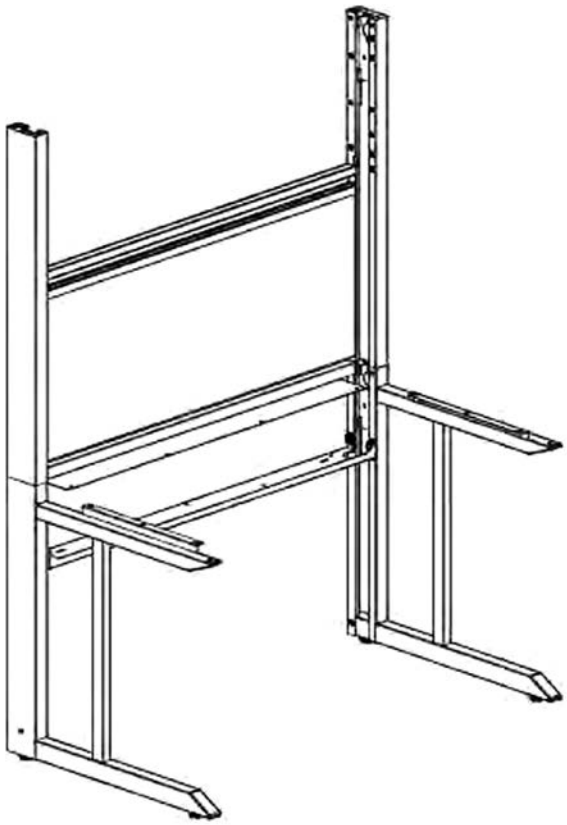
1. Remove the panel insert from the steel back panel if included. Panel inserts are pre-assembled for shipping and must be temporarily removed for installation.
2. Partially insert four hex screws, two per side, into the threaded holes in the uprights.



3. Align the slots in the sides of the organizer panel with the partially inserted hex screws. Push the panel in and down to seat the screws in the slots and tighten the hex screws.

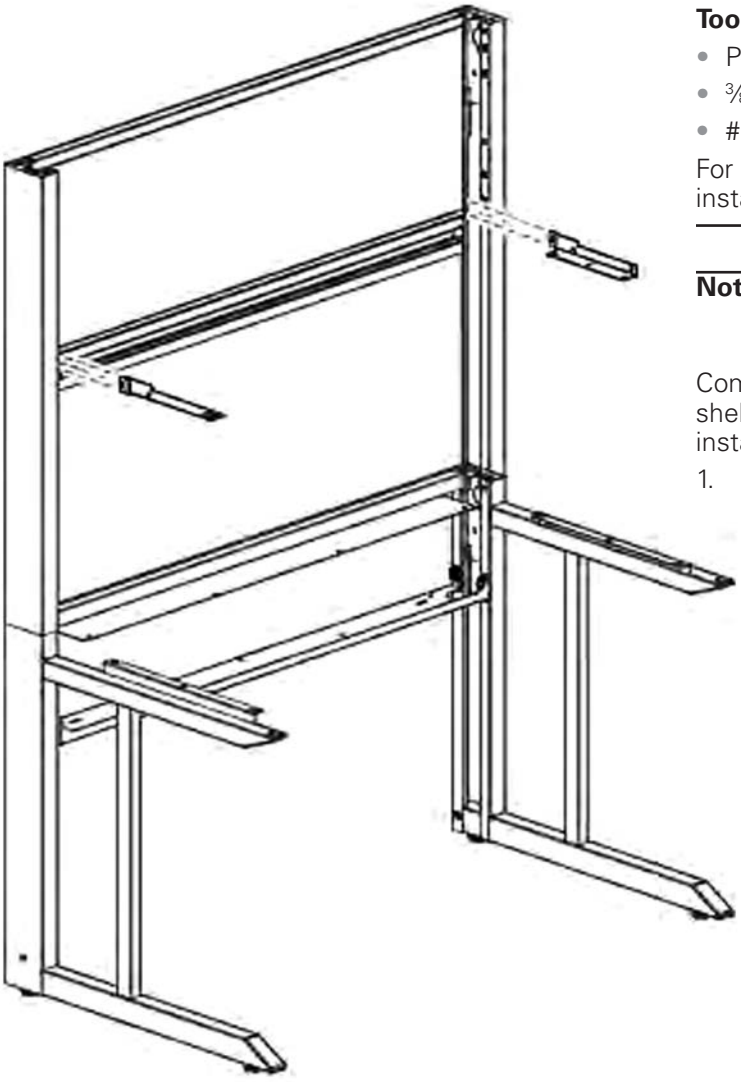
NOTICE

Note: The top of the uppermost organizer panel must be below the top of the uprights for proper top cap alignment.



4. Install the panel insert by angling the top edge into the channel at the top of the panel. Press the bottom of the insert into the panel and slide down into the bottom channel.

5. Repeat these steps for all organizer panels needed in this stage of the installation, then continue to the next section.



Install Storage Shelves

Storage shelves attach between 36 inch uprights and 65 inch legs only.

Requirements:

- Installed legs, stretchers, and organizer uprights and panels

Components:

- Organizer panels
- Corner shelf with brackets

Hardware - COMPKIT2

- ¼-20 X ¾ hex head machine screws
- #10 x ¾ wood screw
- #10 x ¾ wood screws included with corner shelf

Tools required (not included)

- Powered driver
- ⅜ hex socket
- #2 Phillips bit

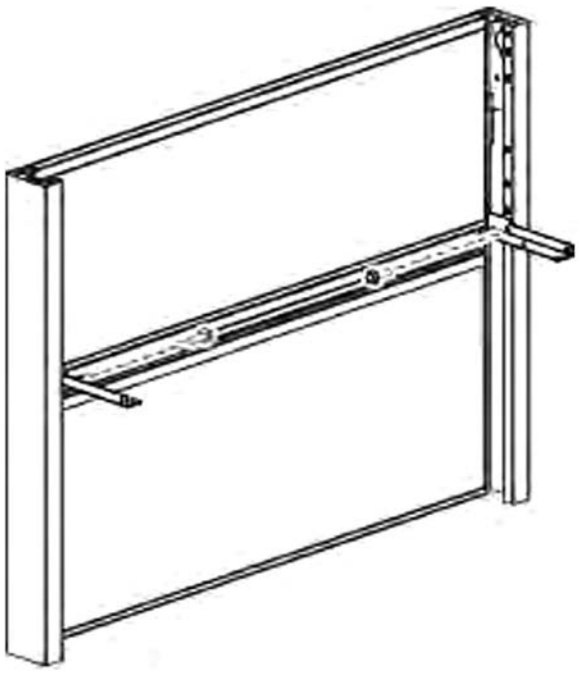
For ease of installation, storage shelves should be installed before worksurfaces.

⚠CAUTION

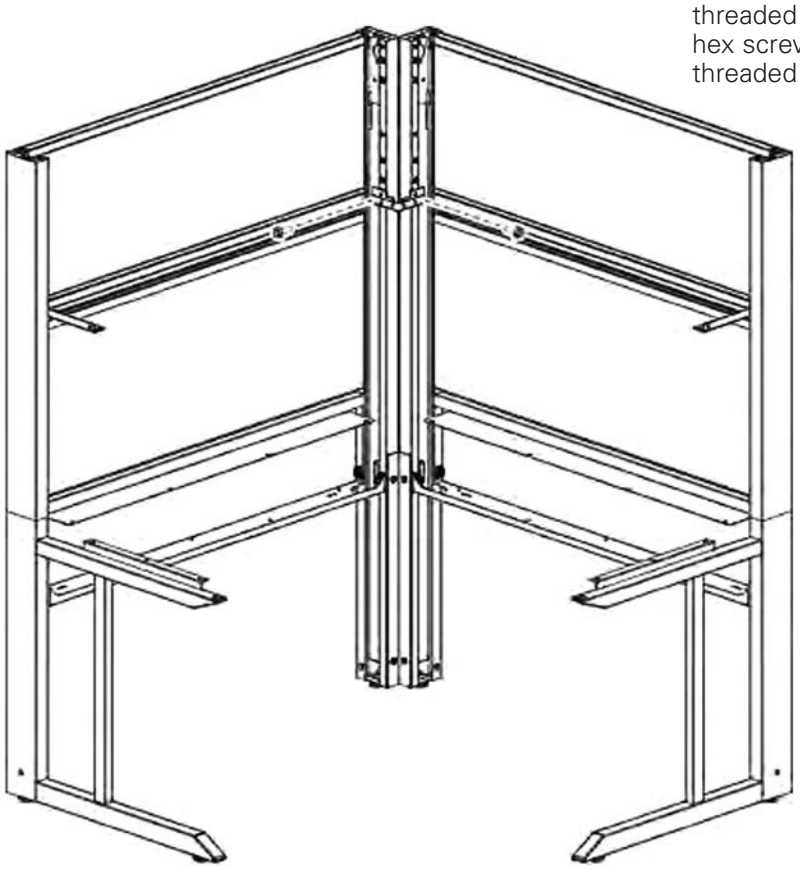
Note: Components can become unstable during assembly. Use caution when installing overhead compartments and shelves.

Complete this procedure to install linear and storage shelves. Remove top caps from the uprights if installed.

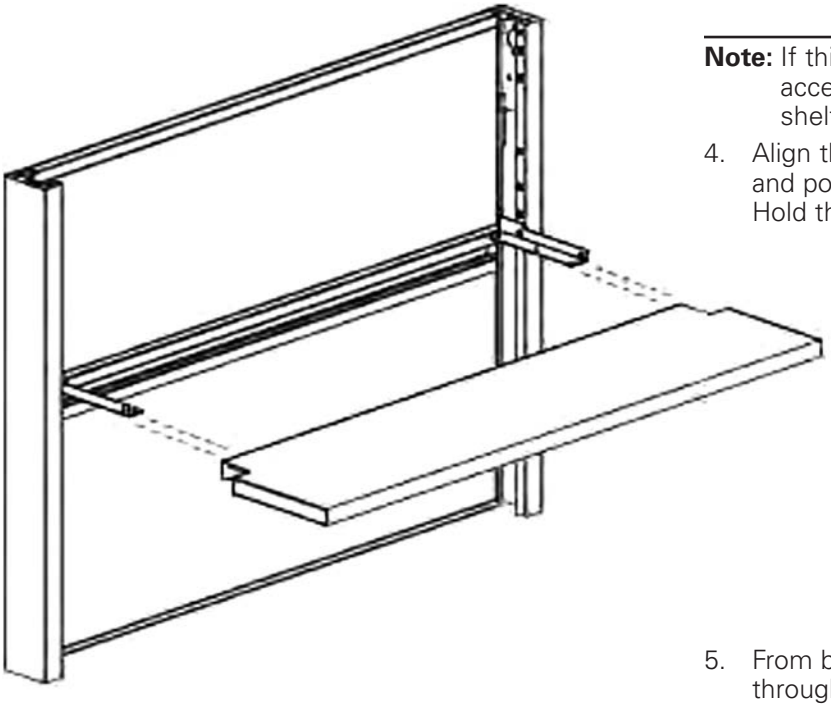
1. Align the end support brackets with the shelf support flange down. Insert the rear tab of the support bracket into the slot near the seam between the organizer panels.



2. Insert one hex screw per side through the support bracket into the threaded hole and tighten.



3. For corner shelves only: align the corner bracket with the shelf support flange down, at the lowest threaded holes in the corner upright. Insert two hex screws through the bracket flanges into the threaded holes in the corner upright and tighten.

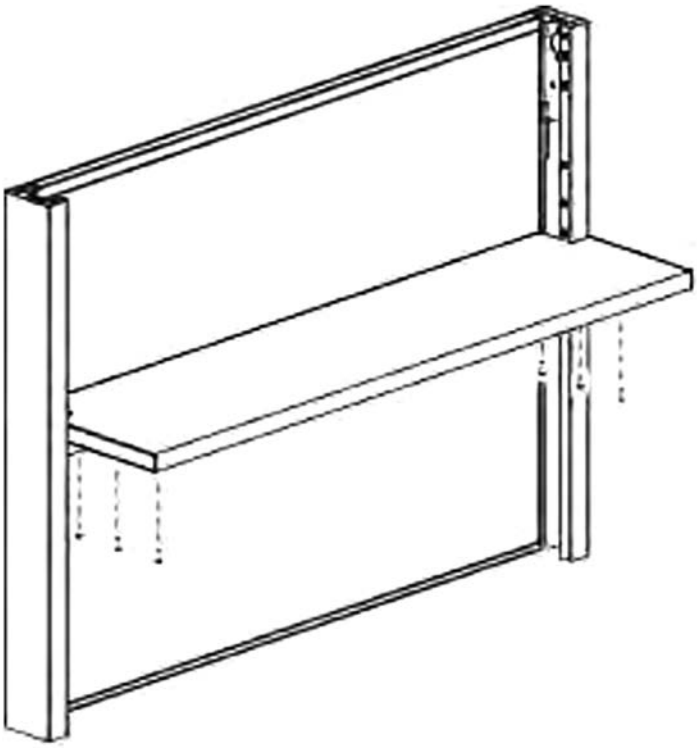


NOTICE

Note: If this configuration includes under-shelf lighting accessories, attach lighting to the bottom of the shelf before installing the shelf.

4. Align the shelf with the bracket recesses down and position the shelf on the support brackets. Hold the shelf in place by hand.

5. From below the shelf, insert wood screws through the support brackets into the pre-drilled holes in the shelf and tighten.



NOTICE

Note: Worksurface tie plates are required between all flanking worksurfaces. Install tie plates during the Install Worksurfaces section.

6. Repeat these steps for all shelves needed in this stage of the installation.

Install Linear and Corner Overhead Compartment Shells

Overhead compartment shells attach between 36 inch uprights and 65 inch legs above back panels. Compartment shells are delivered unassembled. One overhead compartment shell includes a rear panel, two side support panels, a shelf, and a top panel; to be installed in that order.

Compartment shells of 60 to 72 inches wide include a center shell partition. Compartment shells of 42 to 54 inches using three cabinet doors use an intermediate shell partition included with the cabinet doors. Installation is described in this section.

Only one overhead compartment shell can be installed per corner. The overhead compartment shell can be installed on the left or right side.

Requirements:

- Installed legs, stretchers, organizer uprights and panels

Components:

- Overhead compartment shells

Hardware - COMPKIT1

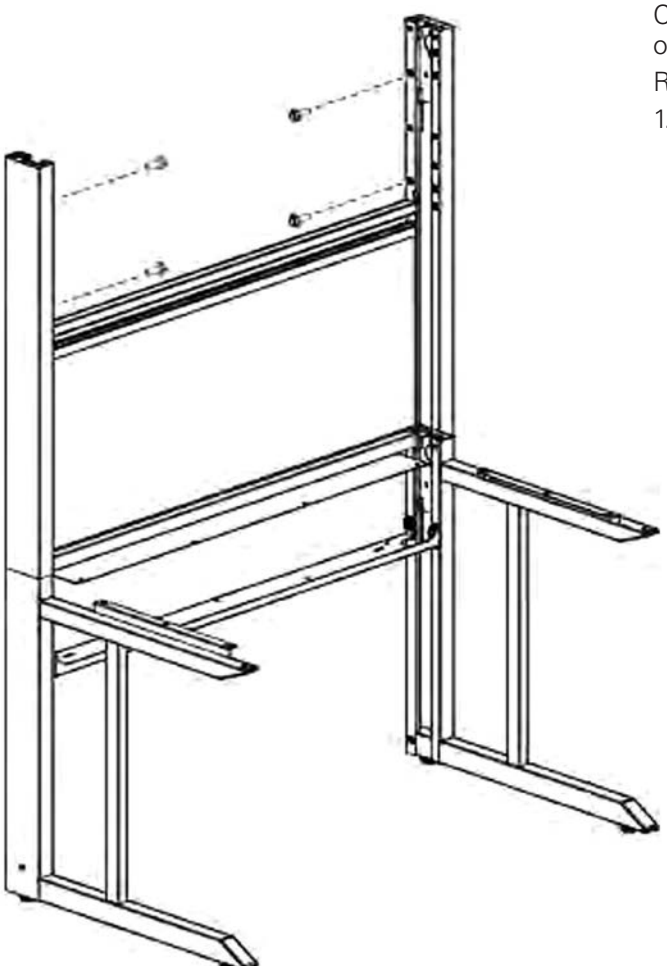
- ¼-20 X ¾ hex head machine screws
- #10-24 x ⅜ self tapping screws

Tools required (not included)

- Powered driver
- ⅜ hex socket
- Socket extension
- #2 Phillips screwdriver

⚠CAUTION

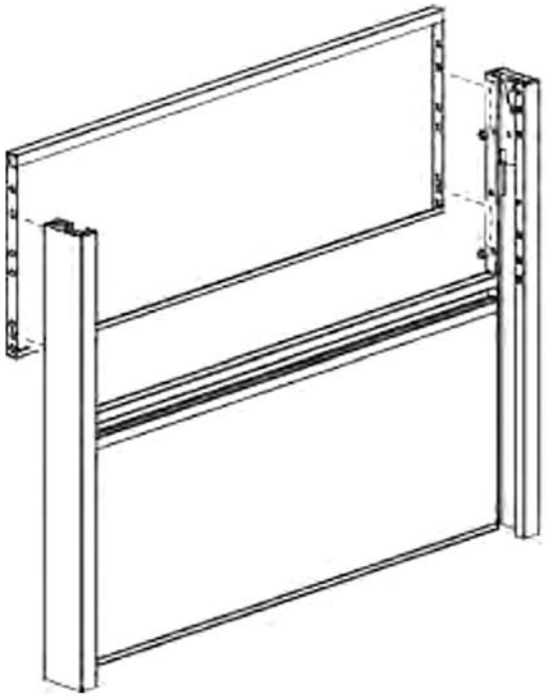
Note: Components can become unstable during assembly. Use caution when installing overhead compartments and shelves.



Complete this procedure to install linear and corner overhead compartment shells.

Remove top caps from the uprights if installed.

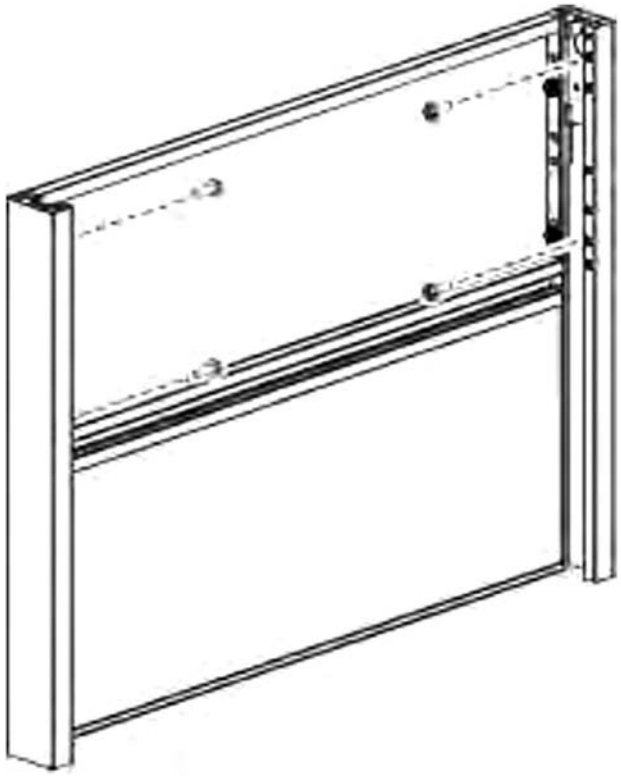
1. To support the rear panel, partially insert two hex screws per side into the top two threaded holes in the rear rails of both uprights.



2. Align the slots in the rear panel with the partially inserted hex screws in the rear rail. Push the panel in and down to seat the screws in the slots. Tighten the screws.

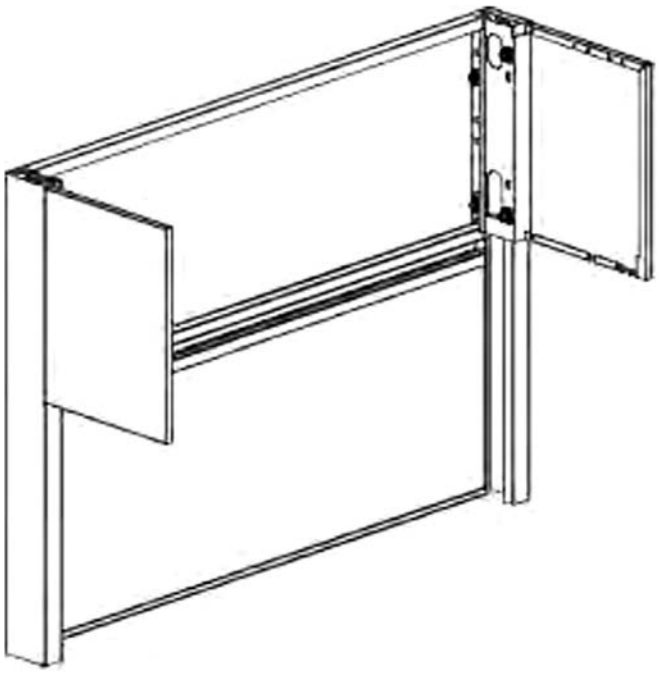
NOTICE

Note: The top of the back panel must be below the top of the uprights for proper top cap alignment.

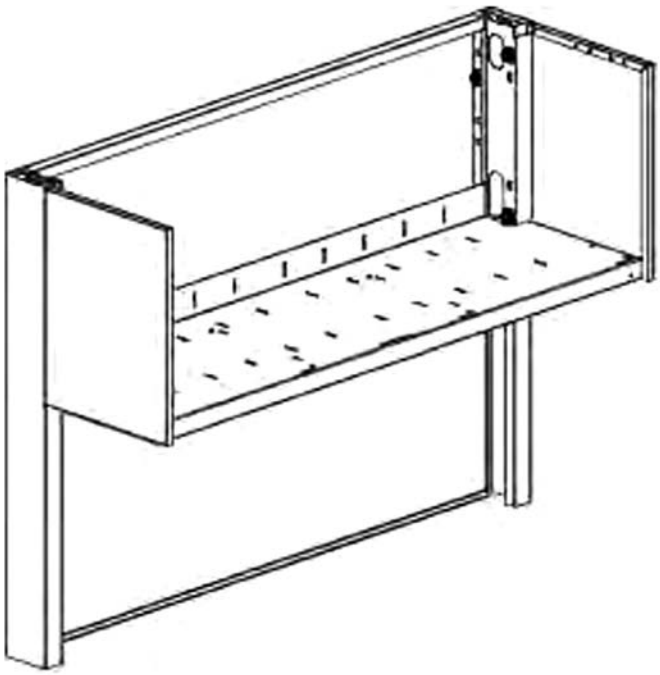


3. To support the side panels, partially insert two hex screws per side into front rail of both uprights. Use the top threaded hole and the lower threaded hole level with the rear hex screw.

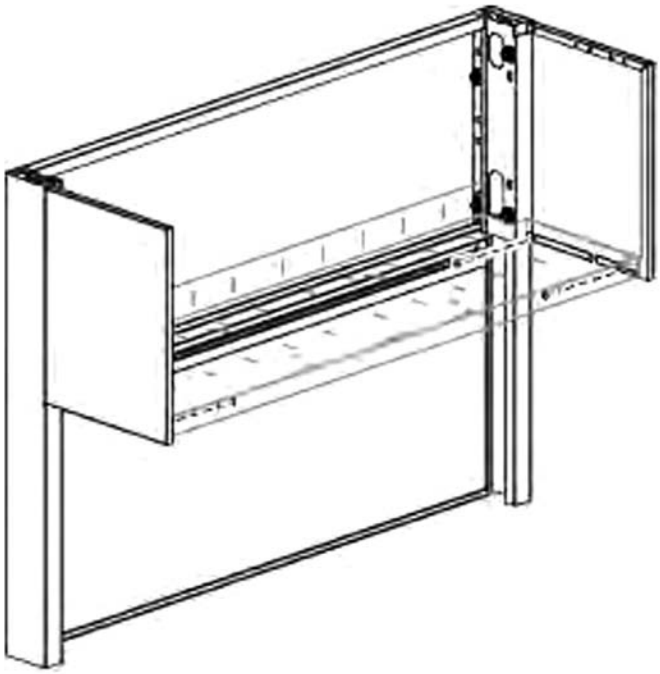
   The middle two threaded holes in the side panels and front rail are alternate alignment mounting holes. If the overhead compartment shell can not be properly aligned using the keyholes, use the alternate mounting and alignment holes.



4. Position the overhead compartment side panels with the key holes over the hex screws. Push the panels down to seat the keyholes on the screws. Tighten the screws.



5. Hold the compartment shelf at an angle and move it into place between the side panels. Align the front edge of the shelf with ear edge of the side panel flanges and lower it into place.



NOTICE

Note: If this configuration includes under-shelf lighting accessories, install lighting before installing the compartment shelf.

6. From underneath the shelf, insert two screws per side, horizontally through the holes in the side panels into the compartment shelf flange and tighten.

7. If the compartment requires a partition, complete steps **a** and **b**.

   For overhead compartment shells 60 inches or wider, a center shell partition is included.

   For overhead compartment shells 42 to 54 inches wide using cabinet doors, an intermediate shell partition is included with the doors.

NOTICE

Note: For compartments with three cabinet doors, the customer must specify the door configuration which determines the location of the intermediate shell partition.

If the compartment will be configured with cabinet doors, and is 42 inches wide or wider, attach the hinge plates before installing the partition. See the Assemble Cabinet Doors section.

a. Align the shell partition with the slots in the shelf. Insert the tabs on the bottom of the shell partition through the slots in the shelf.

b. From underneath the shelf, insert two screws through the holes in the shelf into the shell partition and tighten.

8. At the top flange of the side panels, partially insert six screws, three per side, into the smaller holes in the side flanges.
9. Position the top panel above the rear panel, side panels, and shell partitions—if used in this configuration. Lower onto the partially inserted screws. Tighten the screws.
10. If there is a partition, insert a self tapping screw through the flange in the top panel into the hole in the front of the partition and tighten.
11. Tighten all overhead compartment screws installed to this point.

Repeat these steps for all overhead compartments in this stage of the installation.

Worksurface tie plates are required between all flanking worksurfaces. Install tie plates during the Install Worksurfaces section.

Install Flipper Doors

Flipper doors are steel or fabric-covered, with standard key locks included.

Requirements:

- Installed legs, stretchers, organizer uprights, panels and overhead storage compartments

Components:

- Flipper Doors

Hardware - COMPKIT1

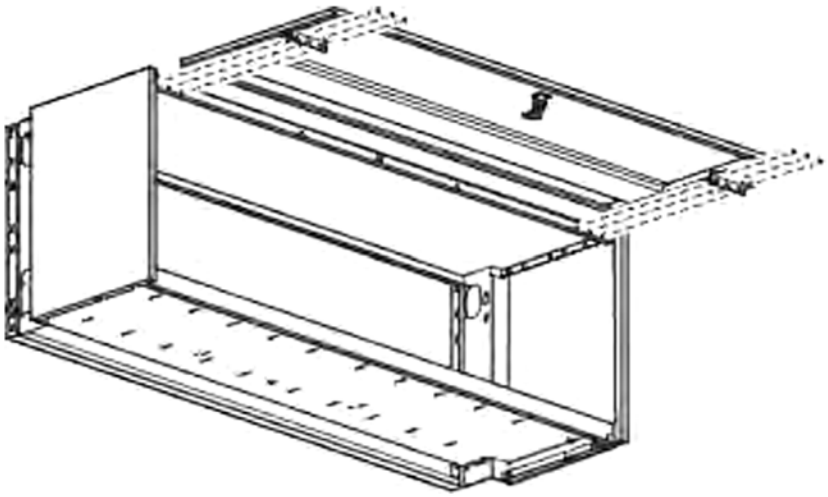
- #8-32 x ⅜ self tapping screws
- Rubber bumpers (2 per door)

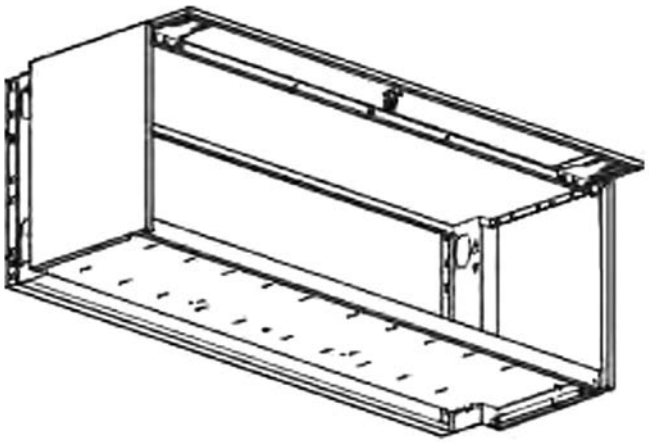
Tools required (not included)

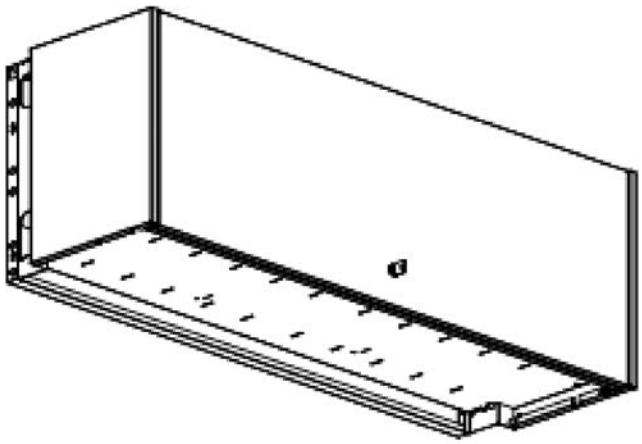
- Powered driver
- #2 Phillips bit

Complete this procedure to install flipper doors.

1. Slide the hinges to the bottom of the door. Rest the door(s) on top of the overhead compartment, top side up. Align the holes in the hinges with the holes in the front side of the top panel and insert three screws per hinge. **Do not tighten.**







2. Check for correct operation of the door(s).

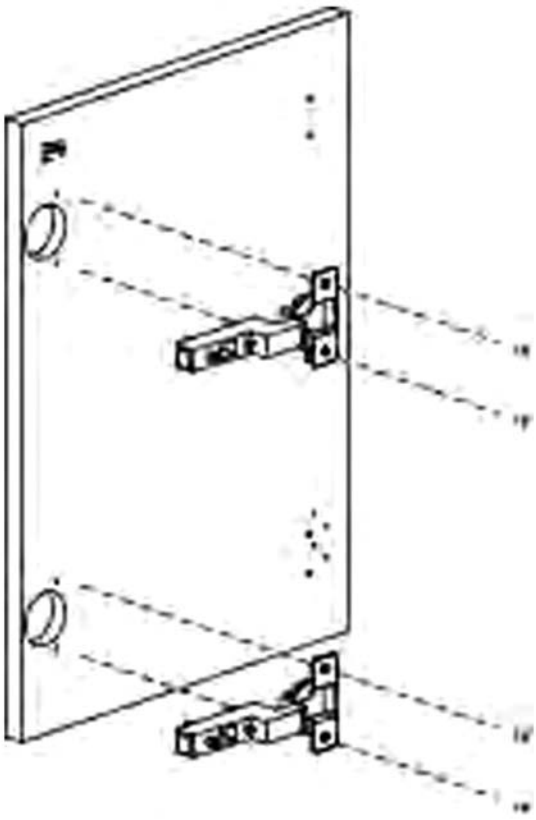
3. Center the door(s) between the end panels and tighten the hinge screws. If the configuration uses two doors, align them with ¼ inch between the doors.

4. **Optional:** For fabric-covered flipper doors only, attach rubber bumpers to the front side of the compartment shelf, covering the alignment holes.

NOTICE

Note: Do not attempt to adjust or fine-tune doors at this time. Complete all door adjustments during the Level and Align Installed Components section.

Repeat these steps for all flipper doors in this stage of the installation.



Assemble Cabinet Doors

Cabinet doors provide traditional style doors for overhead compartments. Hinges must be assembled before cabinet doors can be installed on overhead compartment shells.

Components:

- Cabinet Doors

Hardware - COMPKIT8 & COMPKIT9

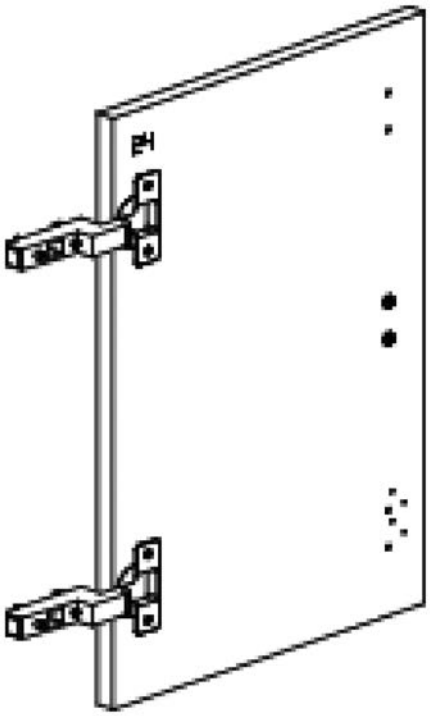
- Hinges
- #8-32 x ⅜ flathead self tapping screws
- #6-32 x ⅜ Flathead wood screws

Tools required (not included)

- Powered driver
- #2 Phillips bit
- #1 Phillips bit

Complete this procedure to assemble cabinet doors and hinge brackets.

1. Insert two hinges into the round cutouts in the back of each door.



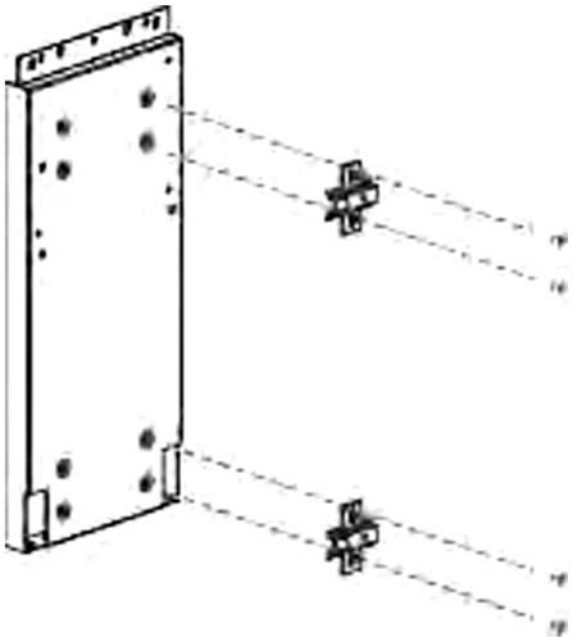
2. Insert two #6 wood screws through each hinge into the door and tighten. **Do not over-tighten.**

   Repeat steps **1** and **2** to install two hinges for each required door.

3. At the edge of the door nearest the handle, attach two rubber bumpers to the back of the door at the corners. Repeat this step as needed to attach bumpers on the back of each door.

Cabinet door assembly is complete except for door handles and locks, which are assembled in the Install Cabinet Doors section.

Repeat these steps to assemble all cabinet doors in this stage of the installation.



Assemble and Install Cabinet Door Hinge Brackets

Before installing cabinet doors the hinge plates and hinge brackets must be assembled and installed as described in this section.

Assemble Cabinet Door Hinge Brackets

Hinge plates connect to cabinet door hinge brackets.

Components:

- Cabinet door hinge brackets

Hardware - COMPKIT8 & COMPKIT9

- Hinge plates
- #10-24 x ⅜ self tapping screws

Tools required (not included)

- Powered driver
- #2 Phillips bit

Complete this procedure to assemble hinge plates and hinge brackets.

1. Align two hinge plates with the dimpled holes in one hinge bracket. The hinge plates must be oriented with the cutout toward the center of the stiffener and the open end near the front edge of the stiffener.

   For compartments 42 to 54 inches wide, an intermediate shell partition is provided. Hinge plates must be attached to only one side as determined by the customer's door configuration.

   For compartments 60 to 72 inches wide, a center shell partition is provided. Hinge plates must be attached to both sides.
2. Insert two #8 self tapping screws through each hinge plate into the hinge bracket. Align the screws with the centerlines of the hinge plate slots. Tighten the screws.

NOTICE

Note: Make sure the hinge plates are oriented to be on the front edge of the hinge bracket or shell partition when installed in the overhead compartment.

Repeat steps **1** and **2** to assemble each required stiffener

Install Cabinet Door Hinge Brackets

Cabinet hinge brackets provide support for cabinet door hinges.

Requirements:

- Installed legs, stretchers, organizer uprights, panels and overhead storage compartments

Components:

- Hinge bracket assembly

Hardware - COMPKIT8 & COMPKIT9

- #10-24 x ⅜ self tapping screws

Tools required (not included)

- Powered driver
- #2 Phillips bit

Complete this procedure to install cabinet hinge brackets in overhead compartment shells.

1. Align the screw holes in the flange of the side hinge bracket with the screw holes in the side panel. Make sure the hinge plates face inside and toward the front.
2. Insert the hinge bracket into the side panel by sliding the top tab into the top flange of the side panel. Slide the bottom of the hinge bracket firmly into the side panel.

NOTICE

Note: The front edge of the stiffener must be tightly aligned with the flange on the side shell panel.

3. Insert two #10 self tapping screws through the top edge of the side panel into the hinge bracket.
4. From underneath, insert two #10 self tapping screws horizontally through the bottom of the side panel into the hinge bracket. Tighten all hinge bracket screws.

   Repeat steps **1** through **4** to install both left and right side hinge brackets.

   If the compartment is 42 to 54 inches wide, an additional partition is included to accommodate three cabinet doors. The extra partition must be installed during the Install Overhead Compartment Shells section

Install Cabinet Doors

Cabinet doors attach to the front of overhead compartment shells.

Requirements:

- Installed legs, stretchers, organizer uprights, panels and overhead storage compartments

Components:

- Cabinet door assemblies

Hardware - COMPKIT8 & COMPKIT9

- #lock hardware
- #8-32 x ⅞ machine screws
- #8 x ⅜ pan head wood screws

Tools required (not included)

- Powered driver
- #2 Phillips screwdriver
- ⅞ Open end box wrench

Before installing cabinet doors they must be assembled as described in the Assemble Cabinet Doors section.

Complete this procedure to install cabinet doors.

1. With the hinges in the open position, align the hinges with hinge plates in the hinge bracket. Insert both hinges into the hinge plates. Two hooks on the hinge catch the front edge of the hinge plate and a rear latch snaps into the cutout in the hinge plate. The rear latch must snap firmly into place or the hinges will fail.

   To remove a hinge, press the hidden button at the rear of the hinge to release the rear hooks. Slide the door forward to remove.

   The screws in the front of the hinge are used for alignment.
2. Test closing and opening the door to make sure the hinges are properly seated.
3. Using a 3⁄16 drill bit, drill out the holes for the door handle. Suggested top, middle, and bottom handle locations are partially pre-drilled.

   The customer must specify the location of the door handles. Handle location can be customized in the field to meet customer requirements.

4. Insert two #8-32 x ⅞ machine screws through the back of each hole into the door handle. Tighten the screws.
5. If cabinet doors include locks, the holes are pre-drilled in the bottom right corner. Complete the following steps to assemble locks:
   a. Align the lock mechanism with the key side to the front. Insert the mechanism through the pre-drilled hole.
   b. From the rear of the lock, slide the flat wood washer over the back of the lock mechanism. Attach the hex nut to the threaded lock mechanism and tighten using a ⅞ Box Wrench.
   c. Align the latch with the rear of the lock. Slide the latch over the rear of the lock. Attach the hex nut and tighten to secure the latch.
   d. For center doors, attach the lock plate to the back of the adjacent door.

NOTICE

Note: Cabinet doors require adjustment for proper function. Before attempting to align cabinet doors, level and align the workspace as described in the Level and Align Installed Components section.

The cabinet door installation is complete.

Repeat these steps to install all cabinet doors in this stage of the installation.

Install Worksurfaces

Worksurfaces are delivered with the appropriate length stretcher. The two basic types of worksurface are linear and corner designs, available in varying depths and transition sizes.

NOTICE

Note: Install all legs, stretchers, modesty panels, organizer panels, overhead storage, and doors before installing worksurfaces.

For ease of installation, electrical and data cabling should be installed before worksurfaces.

Install Linear Worksurfaces

Linear worksurfaces attach to the support surfaces of legs and stretchers

Requirements:

- Installed legs, stretchers, organizer uprights, panels and overhead storage compartments, shelves and doors

Components:

- Linear Worksurface

Hardware - COMPKIT1

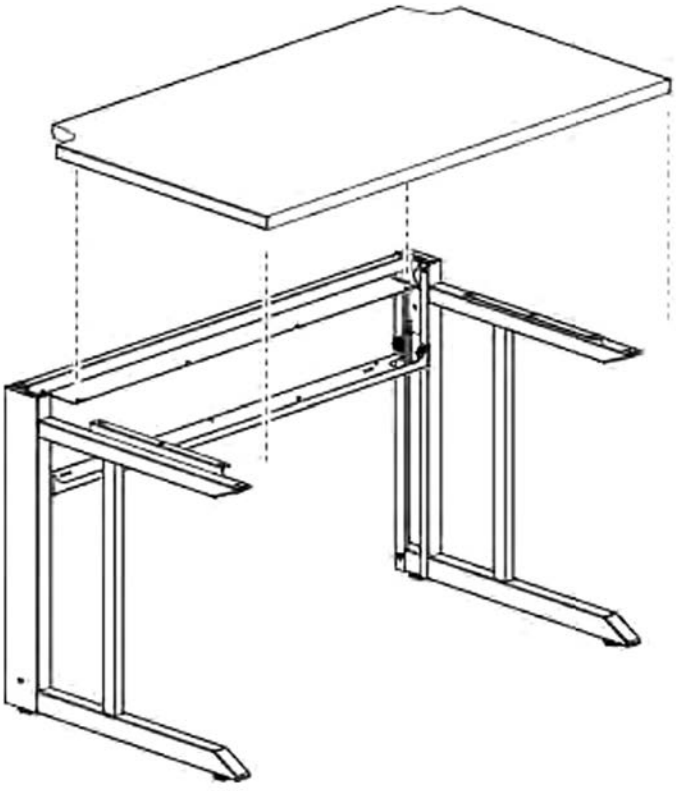
- ¼-20 x ¾ hex head machine screws

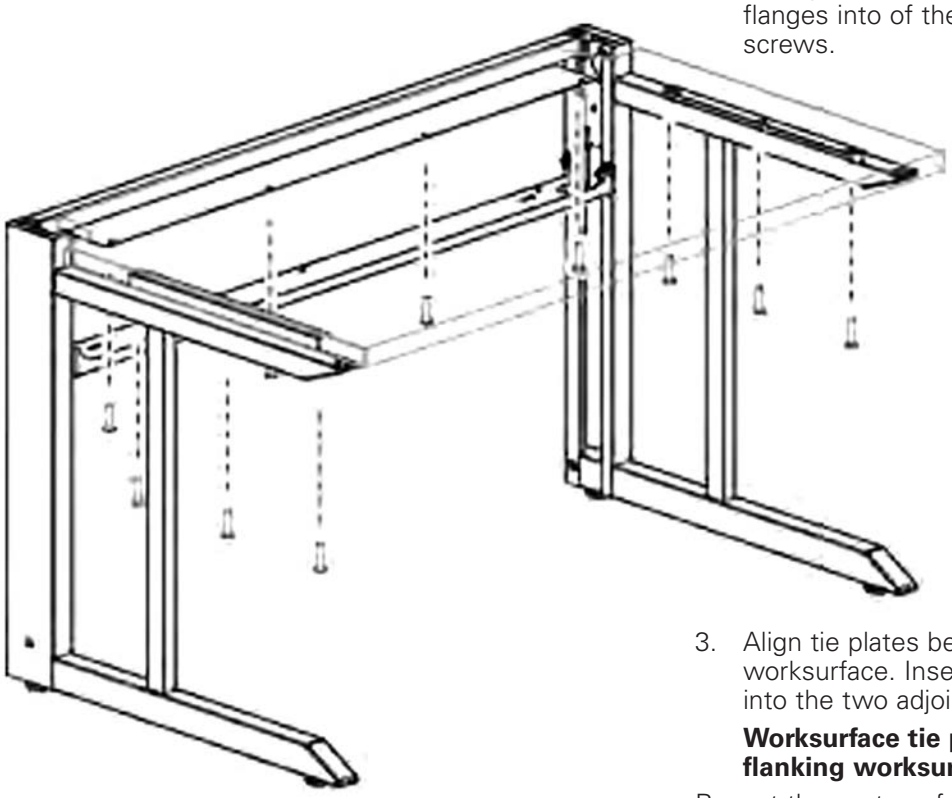
Tools required (not included)

- Powered driver
- #2 Phillips bit

Complete this procedure to install linear worksurfaces.

1. Position the worksurface onto leg and stretcher supports. Push the rear of the worksurface against the vertical edge of the stretcher. The top of the worksurface and the top of the stretcher should be level. Align the holes in the worksurface with the holes in the support surfaces. Hold the worksurface in place by hand until all screws are installed.





2. From underneath the assembly, insert screws through the stretcher flange and leg support flanges into of the worksurface. Tighten all screws.

3. Align tie plates between each adjoining worksurface. Insert screws through the tie plate into the two adjoining worksurfaces and tighten.

   Worksurface tie plates are required between all flanking worksurfaces.

Repeat these steps for all worksurfaces needed in this stage of the installation.

NOTICE

Note: Some worksurfaces, such as those with LCD Lifts, require additional assembly. For installation details, see the instruction sheet included with any specialty components.

Install Corner Worksurfaces

Corner worksurfaces are delivered with two appropriate length stretchers.

Requirements:

- Installed legs, stretchers, organizer uprights, panels, overhead storage compartments, shelves and doors

Components:

- Corner worksurface

Hardware - COMPKIT5

- #10-32 x ¾ wood screws

Tools required (not included)

- Powered driver
- #2 Phillips bit

Complete this procedure to install corner worksurfaces.

1. Position the worksurface onto leg and stretcher supports. Push the rear of the worksurface against the vertical edge of the stretcher. The top of the worksurface and the top of the stretcher should be level. Align the holes in the worksurface with the holes in the support surfaces. Hold the worksurface in place by hand until all screws are installed.
2. From underneath the assembly, insert screws through the stretcher flange into the worksurface. Insert screws through the leg support flanges into of the worksurface. Tighten all screws.
3. Align tie plates between each adjoining worksurface. Insert screws through the tie plate into the two adjoining worksurfaces and tighten.

   Worksurface tie plates are required between all flanking worksurfaces.

Repeat these steps for all worksurfaces needed in this stage of the installation.

NOTICE

Note: Some worksurfaces, such as those with LCD Lifts, require additional assembly. For installation details, see the instruction sheet included with any specialty components.

Install Peninsula and Jetty Worksurfaces

Peninsula and jetty worksurfaces use a peninsula leg under the end of the worksurface and include the appropriate length stretcher. The peninsula leg must be attached before installing the worksurface.

Requirements:

- Installed legs, stretchers, organizer uprights, panels, overhead storage compartments, shelves and doors

Components:

- Peninsula and Jetty Worksurfaces
- Peninsula Legs

Hardware - COMPKIT13

- #10-32 x ¾ wood screws

Tools required (not included)

- Powered driver
- #2 Phillips bit

NOTICE

Note: Before installing the peninsula or jetty, assemble the legs and stretcher as described in the Install Linear Legs and Stretchers section.

Complete this procedure to install a peninsula or jetty worksurface.

1. Position the worksurface upside-down on a protective blanket.
2. Align the peninsula leg mounting plate over the pre-drilled holes in the bottom of the worksurface.
3. Insert wood screws through the mounting plate into the worksurface and tighten.
4. Flip over the worksurface and position it on the stretcher and leg support flanges. Push the rear of the worksurface against the vertical edge of the stretcher. The top of the worksurface and the top of the stretcher should be level. Align the holes in the worksurface with the holes in the support surfaces. Hold the worksurface in place by hand until all screws are installed.
5. From underneath the assembly, insert screws through the stretcher flange into the worksurface. Insert screws through the leg support flanges into of the worksurface. Tighten all screws.

Repeat these steps for all peninsulas and jetties needed in this stage of the installation.

Install Conference End Worksurfaces

A conference end attaches to the ends of two back-to-back worksurfaces using four tie plates and a peninsula leg.

Requirements:

- Installed legs, stretchers, and worksurfaces

Components:

- Conference end worksurface
- Peninsula leg

Hardware - COMPKIT13

- #10-32 x ¾ wood screws

Tools required (not included)

- Powered driver
- #2 Phillips bit

Complete this procedure to install a conference end.

1. Position the worksurface upside-down on a protective blanket. Align the peninsula leg mounting plate over the pre-drilled holes in the bottom of the worksurface.
2. Insert screws through the mounting plate into the worksurface and tighten.
3. Flip over the conference end and align it with the two back-to-back worksurfaces. Hold the conference end in place by hand until the tie plates are installed.
4. From underneath the conference end, align the four tie plates and insert screws into the pre-drilled holes in the bottom of the worksurfaces. Tighten all screws.

Repeat these steps for all conference ends needed in this stage of the installation.

Install Transaction Shelves

A transaction shelf attaches to the top of two organizer uprights of 12, 16, or 10 inches in height only..

Requirements:

- Installed legs, stretchers, organizer uprights and panels

Components:

- Transaction Shelves

Hardware - COMPKIT10

- Transaction shelf support brackets
- ¼-20 X ¾ hex head machine screws
- #10-32 X ¾ wood screws

Tools required (not included)

- Powered driver
- ⅜ Hex socket
- Socket extension
- #2 Phillips bit

Complete this procedure to install a transaction shelf.

1. Remove upright top caps if installed.
2. Insert the shelf supports into the top of the left and right uprights, with the shelf support flanges oriented inward.
3. Attach each shelf support using three hex screws per side as shown.
4. Position the transaction shelf onto the shelf supports. Contact the customer for correct transaction shelf configuration.
5. From underneath the shelf, insert two screws per side through the shelf support into the pre-drilled holes in the bottom of the shelf. Tighten all screws.

Repeat these steps for all transaction shelves needed in this stage of the installation.

Level and Align Installed Components

Before continuing the installation, level and align all the components installed to this point.

Requirements:

- Installed legs, stretchers,organizer uprights, panels, overhead storage compartments, shelves, doors, and worksurfaces

Hardware

- As needed

Tools required (not included)

- Powered driver
- #2 Phillips bit
- Plastic Mallet
- Measuring Tape
- Spirit (Bubble) Level
- Pry Bar

NOTICE

Note: All tie plates must be installed before proceeding.

Complete this procedure to level and align components.

1. Work outward from a corner or "anchor" leg. Use a spirit (bubble) level to check the horizontal and vertical accuracy of components.
2. Check the vertical accuracy of legs and uprights. Adjust the feet as needed. Use a pry bar to raise legs off the floor while adjusting feet.
3. Check the horizontal accuracy of the worksurfaces. Adjust the feet as needed to horizontally level and align worksurfaces. Use a pry bar to raise legs off the floor while adjusting feet.
4. For large installations, sight down the length of the connected workspaces. The edges of connected components should form a straight line. Adjust components as needed to align connected workspaces.

5. Align flipper doors. Close all flipper doors to check alignment. Open doors to loosen the hinge screws and adjust the alignment as needed.

NOTICE

Note: If doors do not align correctly, the overhead compartment shell can be adjusted using the procedure described in step 7.

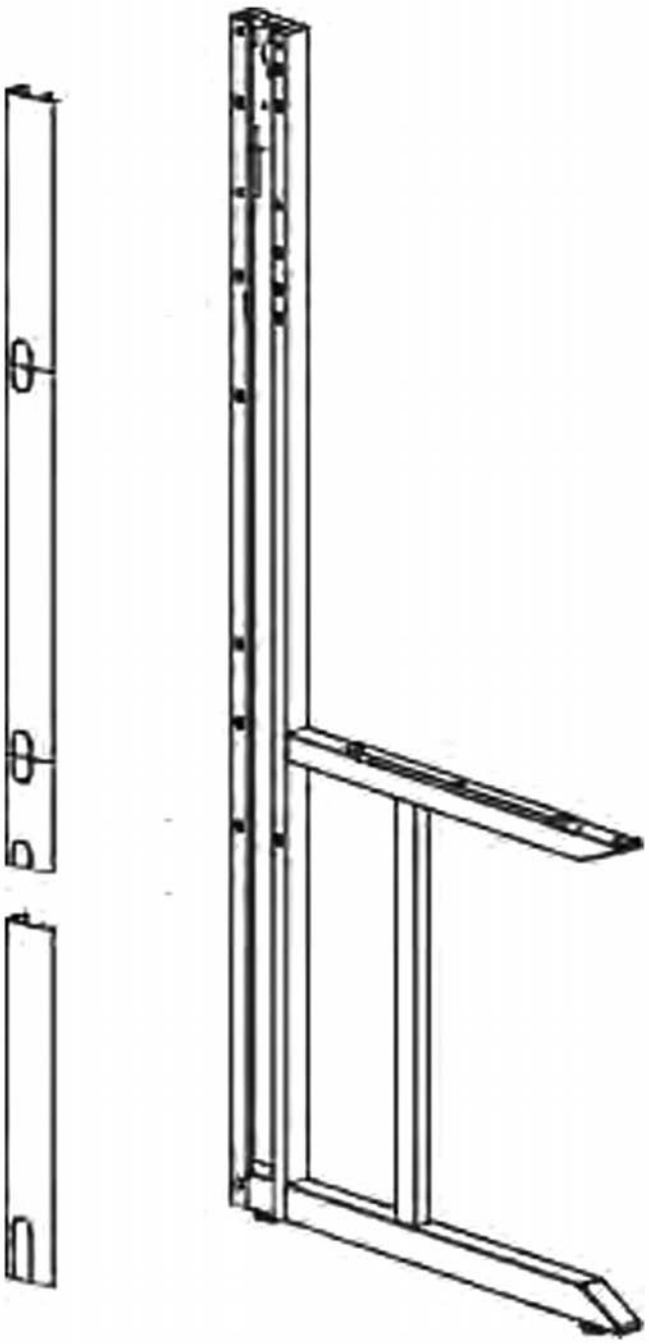
6. Align cabinet doors. Close all cabinet doors. Align the top edge of each door with the top corners of the side panels by adjusting the hinge plates up or down.

NOTICE

Note: If doors do not align correctly, the overhead compartment shell can be adjusted using the procedure described in step 7.

7. Check the horizontal and vertical accuracy of overhead compartment shells. If necessary, fine tune the alignment using the side panel adjustment holes.
   a. Insert two hex screws per side through the side panels into the threaded holes and tighten.
   b. Remove the original mounting screws in the side panel keyholes.
   c. Loosen the screws and adjust the side panels up or down as needed to level and align the overhead compartment shell.
8. When all other adjustments are complete, fine tune cabinet door side-to side spacing. Start with the outside edges, between the door and side panel. Door spacing should be 3mm on each side and between doors. Adjust the hinge screws as needed to change the horizontal door alignment.

Repeat these steps for all components installed to this point.



Install Trim Components

After installing and aligning all major components, complete the installation by adding wire way covers, top caps, and the Eaton logo.

Install Wire Way Covers

Wire way covers attach to the inner rails of legs and uprights.

Requirements:

- Installed all major components

Hardware

- Wire way covers

Tools required (not included)

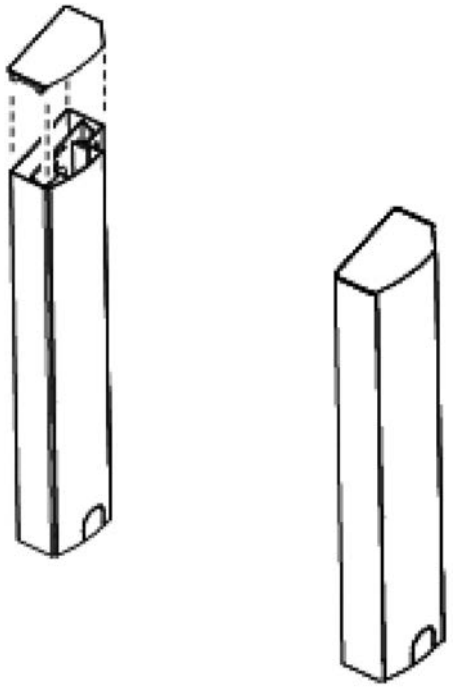
- Utility knife or scissors
- Flathead screwdriver

To accommodate cabling, wire way covers have a U-shaped cutout. Remove only those cutouts needed for cabling. Use a scissors or utility knife to cut the webs and remove the cutout.

Attach wire way covers to all legs and uprights by aligning the wider (or flared) end to the rear and pressing the wire way cover into the channel in each leg and upright.

Remove Wire Way Covers

If wire way covers are attached, they must be removed before installation.



Install Top Caps

Top caps are included with each leg and upright. Top caps have left and right hand versions, indicated by LH or RH on the underside of each cap..

Requirements:

- Installed all major components

Hardware:

- Top caps

Hardware - COMPKIT8 and COMPKIT9

- #10-24 x ⅜ self tapping screws

Tools required (not included)

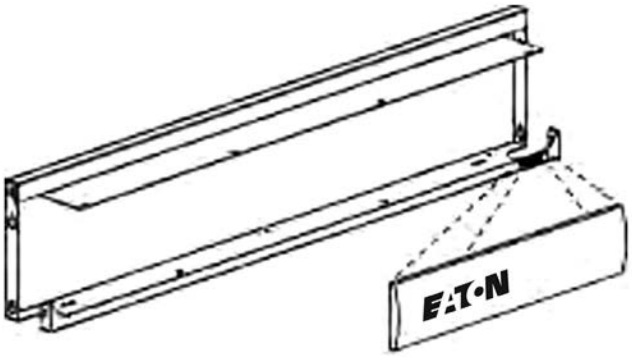
- Standard Screwdriver

To install top caps, align the cap to match the outline of the leg and wire way cover and press down firmly. The top cap snaps into place.

Save extra top caps for future configuration changes.

Remove Top Caps

To remove top caps, use a thin flathead screwdriver or similar tool, inserted from the outside edge between the cap and the upright, to press the anchor tab as shown.



Attach Eaton Logo

Attach the Eaton logo to each stretcher.

Requirements:

- Installed all major components

Trim:

- Eaton logo from COMPKIT1

Tools required (not included)

- Utility knife or scissors

Remove the adhesive backing and any trim any excess material.

Apply the logo on the inside flange of stretchers, one inch from the right side leg, parallel to the bottom of the stretcher.

Do not apply the logo to all stretchers. Apply the logo to a representative sample of the installed workspaces.

Install Accessories

Compass offers an extensive set of accessories to complete a workspace. Accessories must be installed after the basic installation is complete.

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