

Lab Tech Organizer Assembly

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Powering Business Worldwide

Lab Tech Organizer Assembly

ITEM NUMBERS

ALTOD4836	ALTOMD4836
ALTOD4848	ALTOMD4848
ALTOD6036	ALTOMD6036
ALTOD6048	ALTOMD6048
ALTOD72361	ALTOMD72361
ALTOD72362	ALTOMD72362
ALTOD72481	ALTOMD72481
ALTOD72482	ALTOMD72482

TOOLS REQUIRED

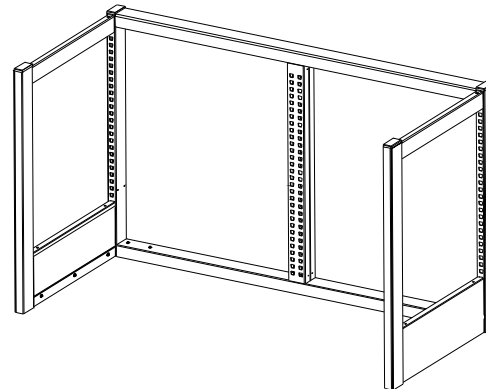
- (1) Phillips head screwdriver
- (1) 5/32" Allen wrench (provided)
- (1) Electric drill
- (1) 1/8" drill bit
- (1) Drill template (provided)

IMPORTANT: It is recommended that the assembly of this product be done on the floor. Assistance will be required.

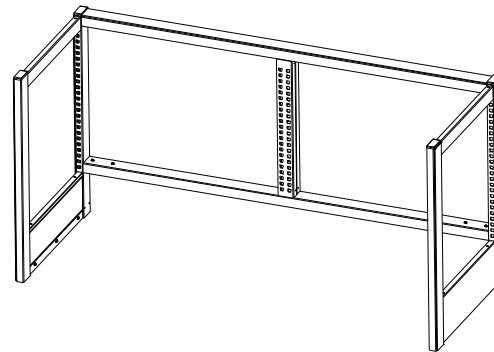
ASSEMBLING THE ORGANIZER

1. Slide the brackets on the left hand and right hand "D" Frames into the Frame as shown in figure 1.

NOTE: The Frame has a **full set of slots** in the front and a **partial set of slots** in the back. The **full set of slots** must face the **front** of the unit. See figure 1.



Lab Tech Organizer
Standard style



Lab Tech Organizer
"Monument" style

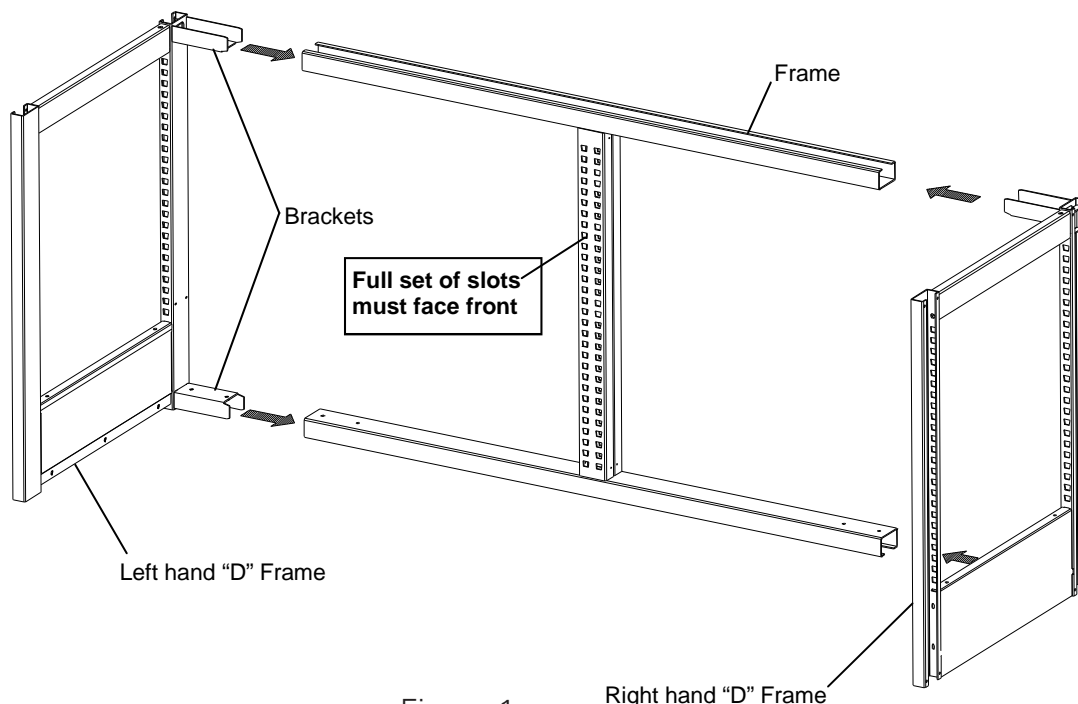


Figure 1.

Right hand "D" Frame

Lab Tech Organizer Assembly

2. Install eight 1/4"-20 x 1/2" button head cap screws (provided) thru the Frame and into the "D" Frame brackets as shown in figure 2. Tighten the screws using the 5/32" Allen wrench.

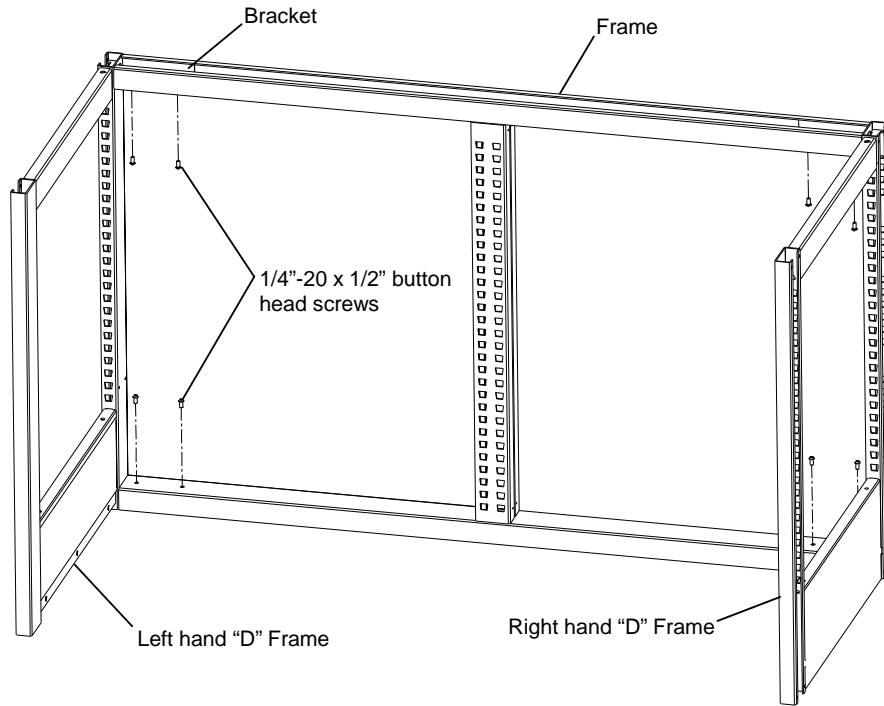


Figure 2.

FASTENING THE ORGANIZER TO THE WORKSURFACE

1. A cardboard drill template is provided to accurately drill the holes needed to install the Organizer.
2. Carefully fold the template along the perforations and place the template on the rear corner of the worksurface as shown in figure 3.
3. Refer to the chart on the right and drill three holes into the worksurface.
Flip the template over, fold the opposite way, and repeat the procedure for the opposite side.

Worksurface Type	Hole diameter and depth
Laminate	0.113" dia. x .500" deep
Phenolic*	0.164" dia. x .650" deep
Maple	0.156" dia. x .750" deep

* Use caution not to drill thru the worksurface.

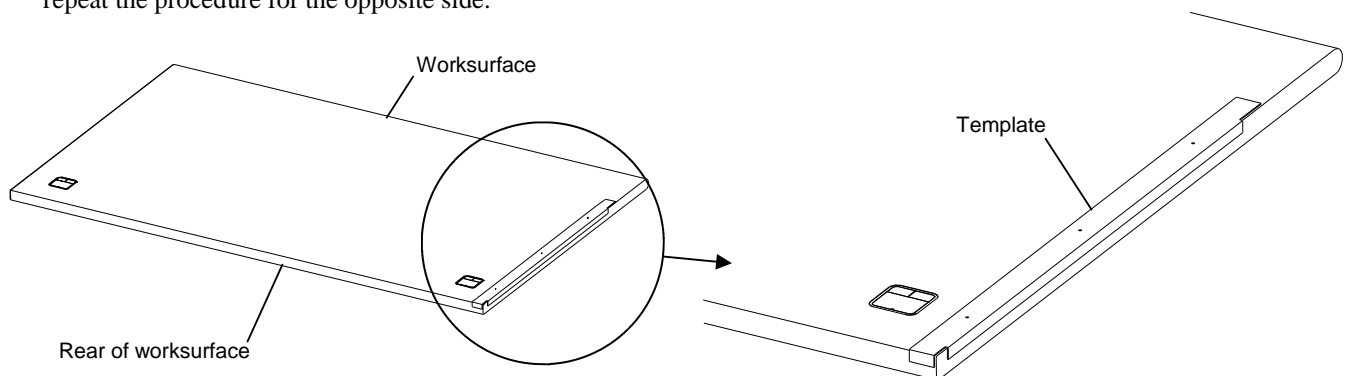


Figure 3.

Lab Tech Organizer Assembly

3. Install a Bracket at each corner of the worksurface using the six screws provided. (Refer to the chart on the right for screw type).

Worksurface Type	Screw Type
Laminate	#10 x 3/4" phillips pan head screw
Phenolic	#10 x 5/8" phillips pan head screw
Maple	#10 x 3/4" phillips pan head screw

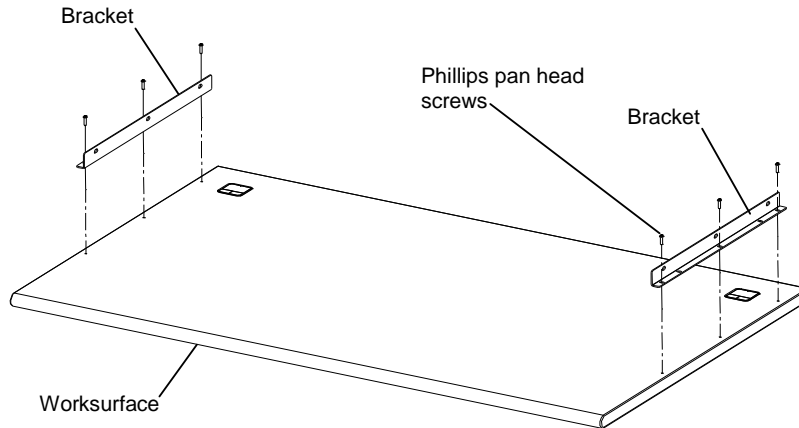


Figure 4.

4. With two people, lift the Organizer and position it over the brackets as shown in figure 5, aligning the holes in the Organizer "D" Frames with the holes in the brackets.

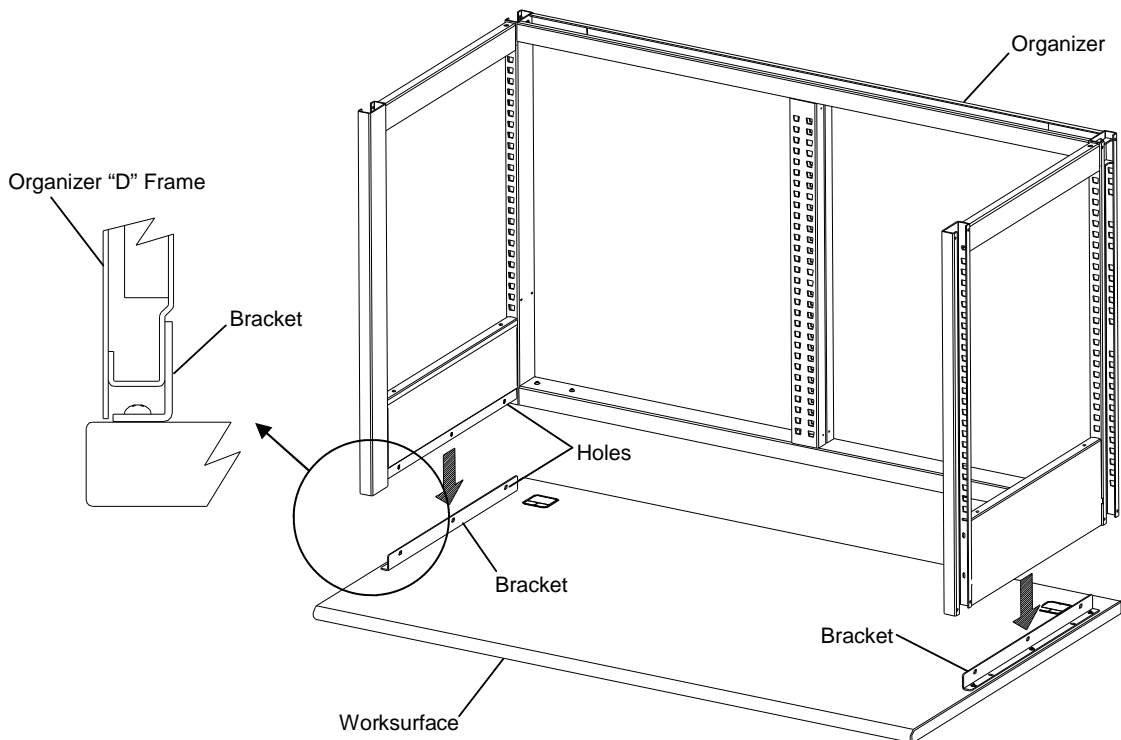


Figure 5.

Lab Tech Organizer Assembly

- Attach the Brackets to the “D” Frames using six 1/4”-20 x 1/2” button head screws provided. Tighten the screws using the 5/32” Allen wrench. See figure 6.

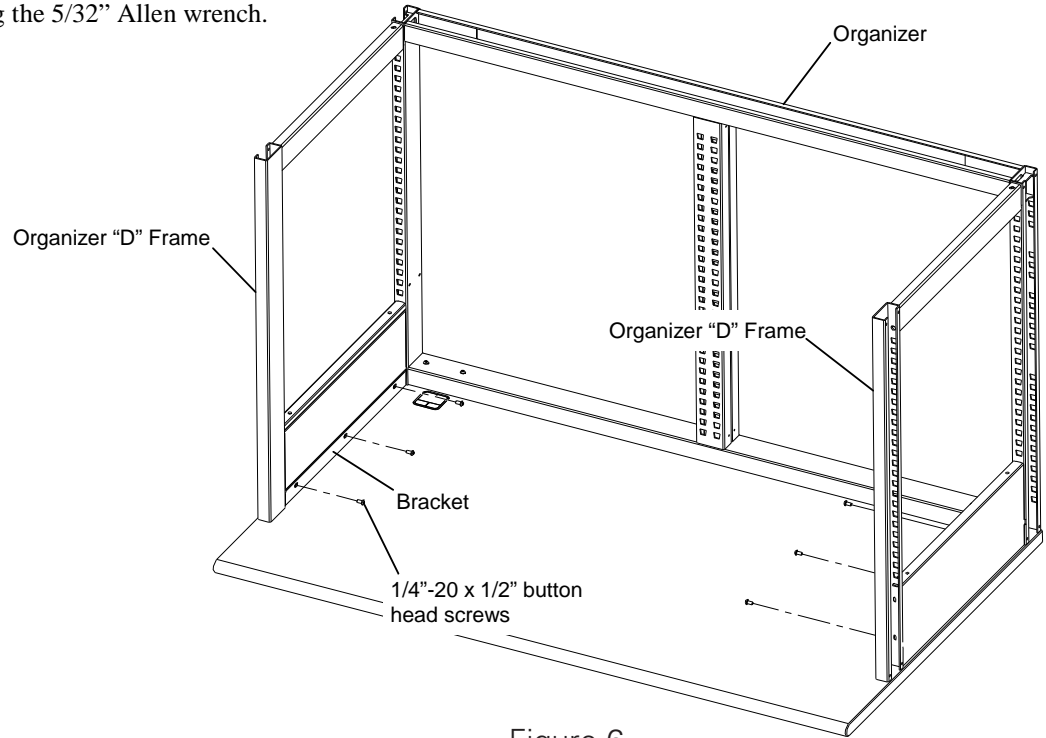


Figure 6.

- Attach the four Plastic Vertical Covers, four Plastic Top Caps and four Rubber Hole Plugs to the “D” Frames. Attach the Plastic Horizontal Cover to the top of the frame. See figure 7.

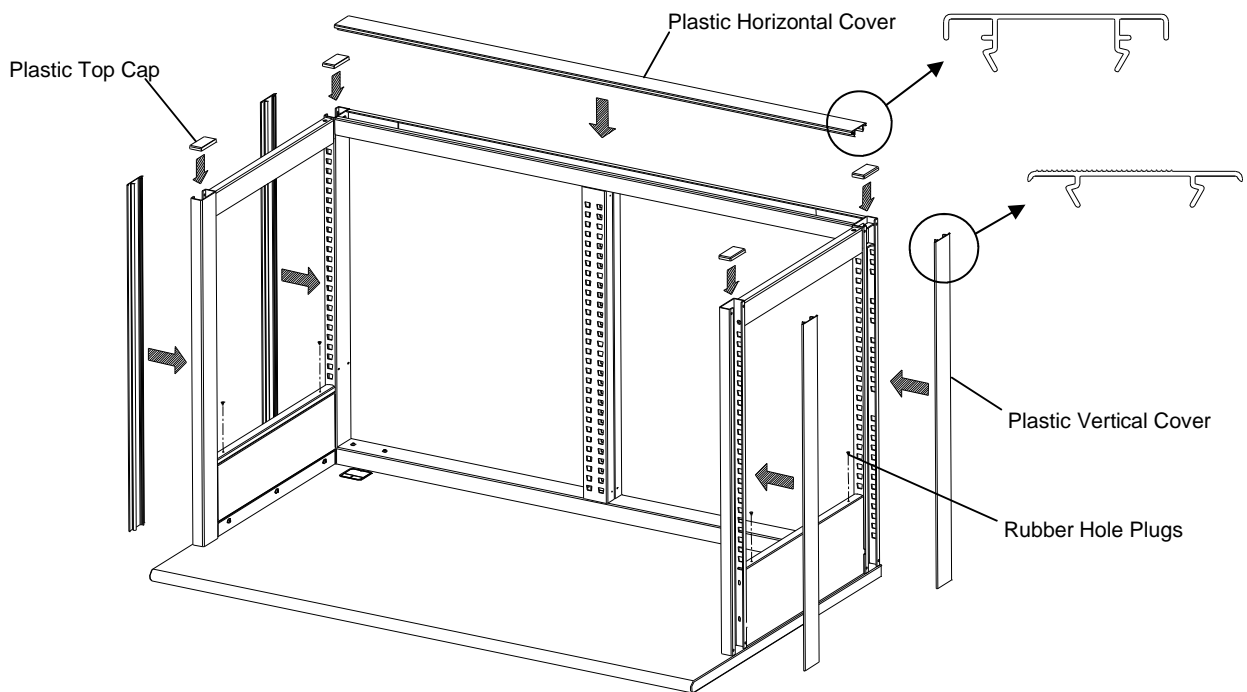


Figure 7.

Lab Tech Organizer Assembly

FASTENING THE ORGANIZER TO NON-WRIGHT LINE MANUFACTURED WORKSURFACES

If the worksurface to which the Organizer is to be installed is not a Wright Line worksurface, locate and drill the six holes in the rear corners as indicated below.

NOTE: If the worksurface sides are square to the top and its width is exactly 48", 60" or 72", the template may be usable. Mark the holes, measure and compare to the chart below before drilling.

Organizer Size	Distance between holes
48"	46.50"
60"	58.50"
72"	70.50"

After drilling the holes, install the Mounting Brackets according to the instructions on figure 4.

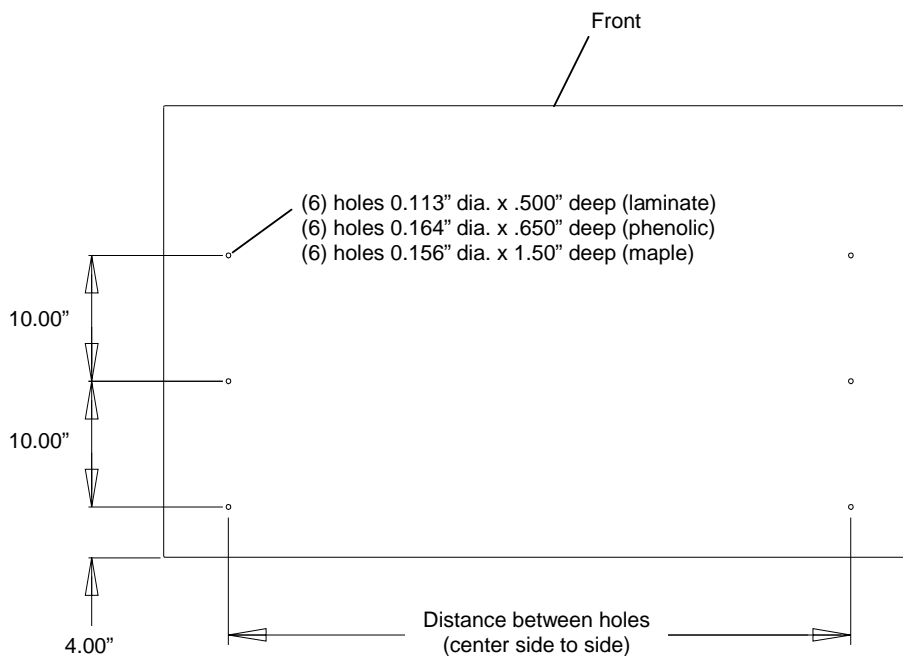


Figure 8.

White Board

ITEM NUMBERS

ALTOWBD36

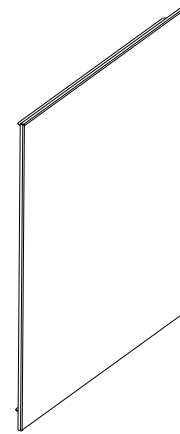
ALTOWBD48

TOOLS REQUIRED

- (1) Phillips head screwdriver

ASSEMBLING THE WHITE BOARD

1. Remove the Hole Plugs from the bottom of the “D” Frame to which the White Board will be assembled to. See figure 1.



White Board

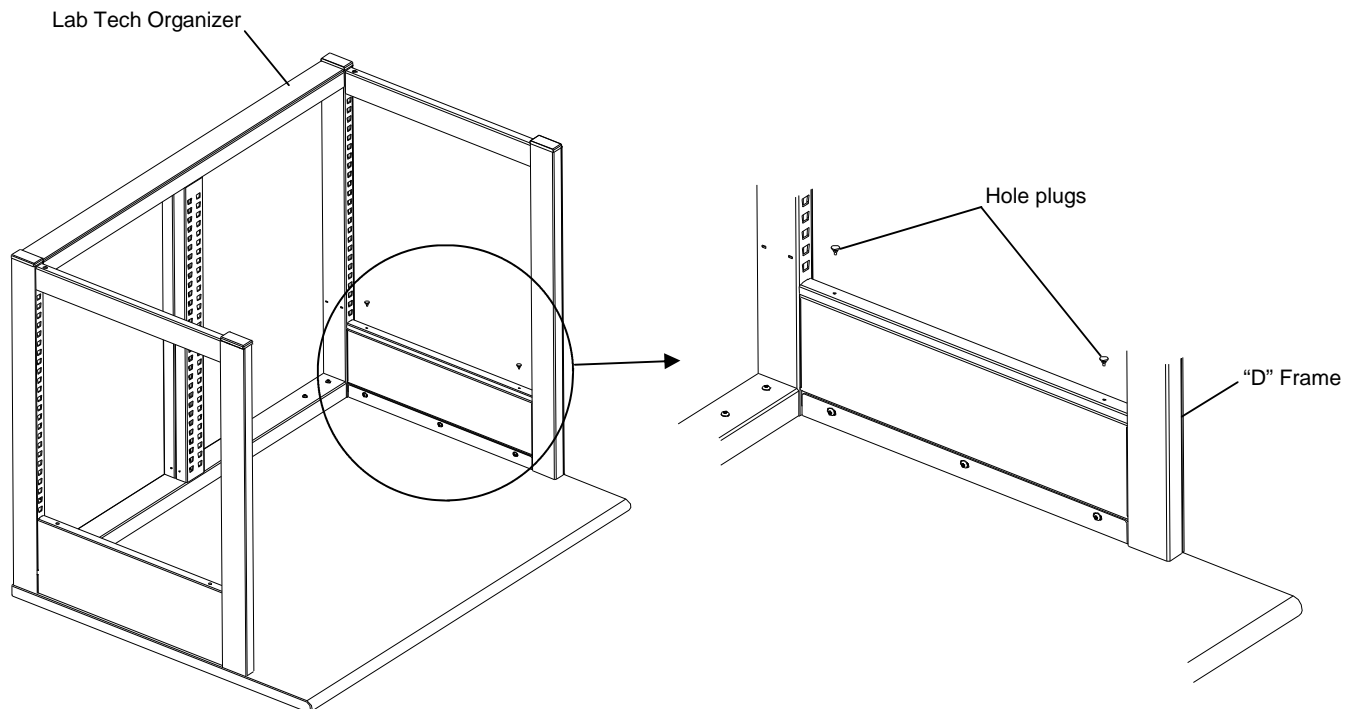


Figure 1.

White Board

2. Attach the White Board by aligning the four holes in the Brackets with the four holes on the inside of the "D" Frame. Secure the White Board to the frame using the #10-24 phillips head screws (provided). See figures 2 and 3.

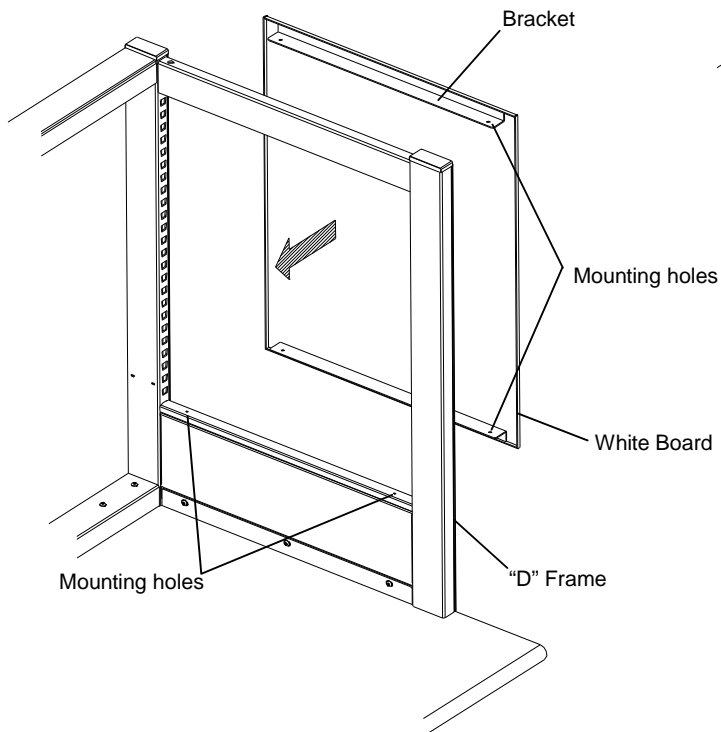


Figure 2.

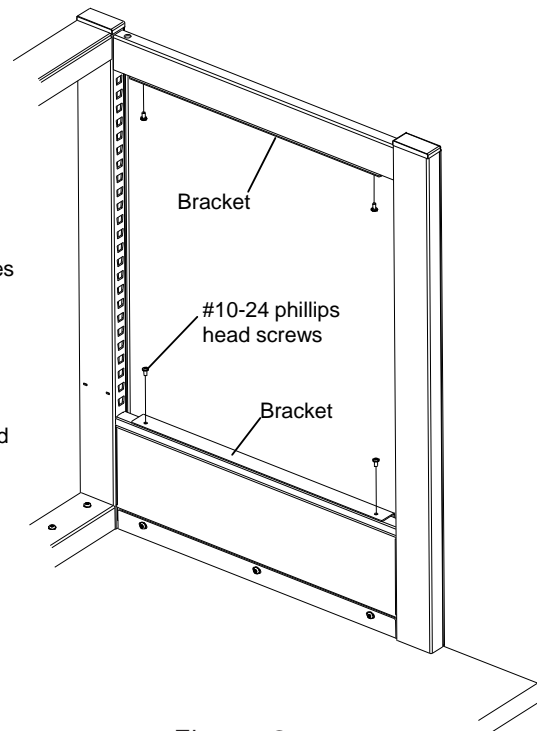


Figure 3.

NOTE: Use only *Dry Erase* markers on the White Board surface that erase with a dry cloth or eraser.

It may be necessary to use a cleaner to periodically clean the board and to fully erase certain markers.

Optional **Marker Trays** are available. Reference the Wright Line Spec. Guide.

Marker Tray

ITEM NUMBERS

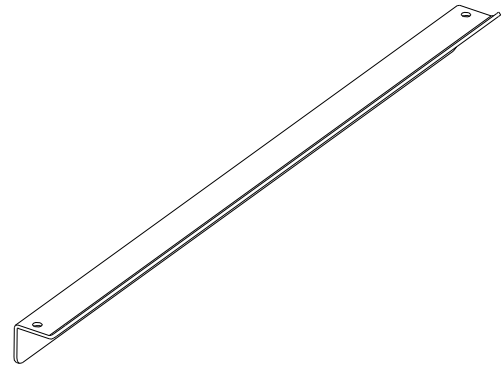
ALTOWBD36

ALTOWBD48

TOOLS REQUIRED

None

1. Remove the release liner from the double faced tape on the back of the Marker Tray.
2. Carefully align the bottom of the Marker Tray with the bottom of the White Board and center it side to side. See figure 1.
3. Press the Marker Tray firmly in place. For maximum adhesion, do not use the tray for 24 hours.



Marker Tray

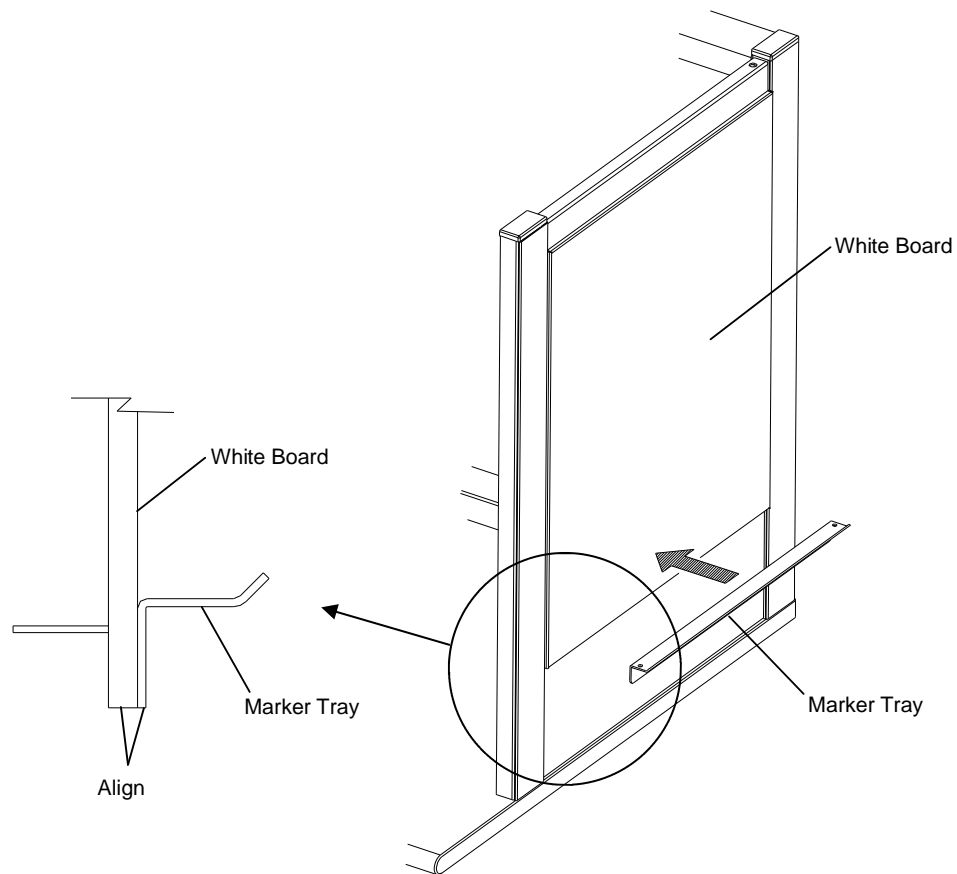


Figure 1.

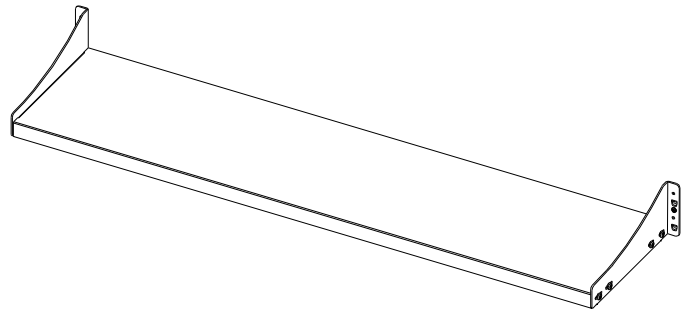
Partial Shelf

ITEM NUMBERS

TOAPS4812
TOAPS6012
TOAPS7212

TOOLS REQUIRED

- (1) Phillips screwdriver
- (1) Plastic mallet



Partial Shelf

1. Determine the location for the Partial Shelf and attach the Brackets to the Tech Organizer as shown in figure 1.

NOTE: Be sure that the Brackets are at the same level.

Tap the top of each Bracket with a plastic mallet to ensure that the hooks are fully seated.

2. Lock each Bracket in place using the #10-24 x 3/8" phillips head screws (provided). See figure 2.

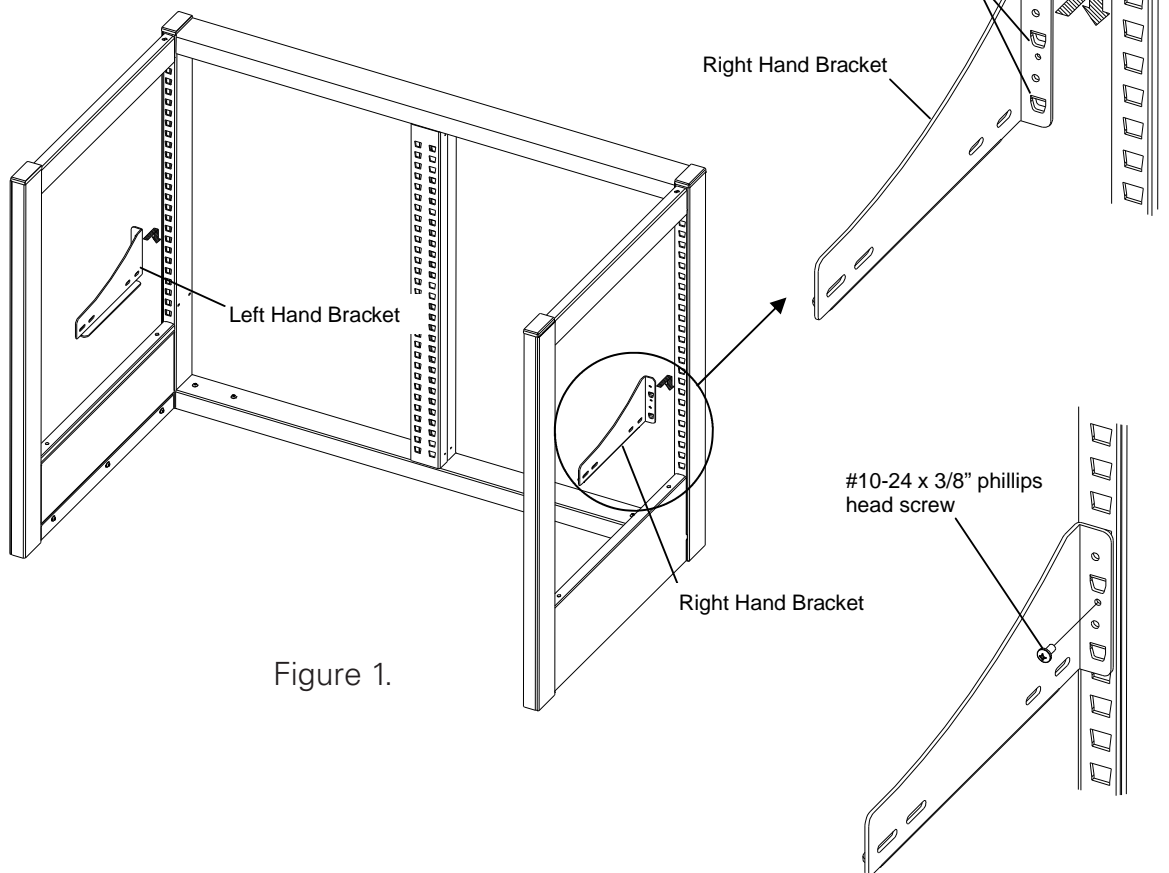
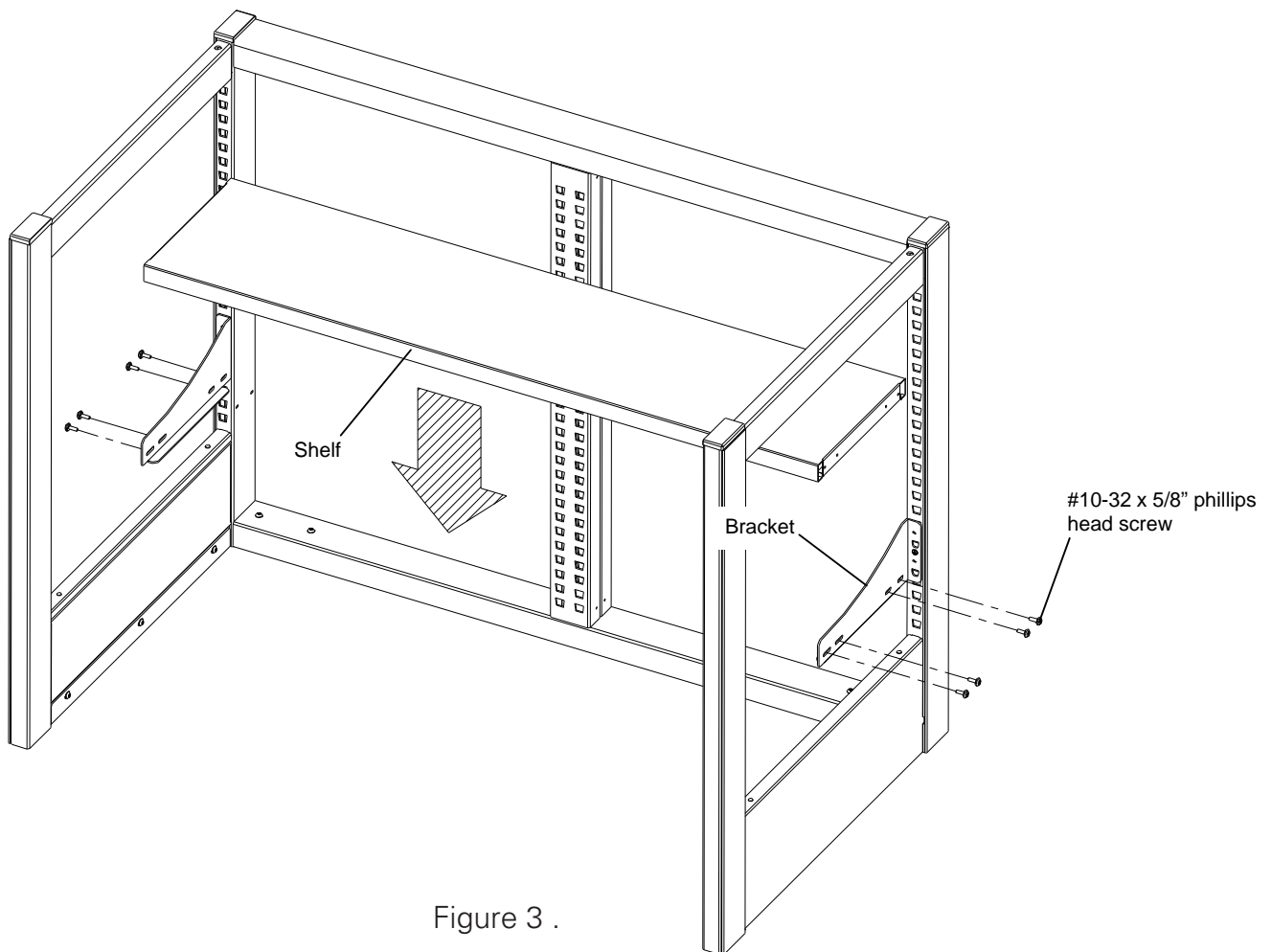


Figure 1.

Figure 2.

Partial Shelf

3. Lower the Partial Shelf onto the Brackets and align the holes in the sides of the shelf with the slots in the Brackets. Fasten the shelf to the Brackets using four #10-32 x 5/8" phillips head screws (provided) on each side. See figure 3.



Effective May 2018

Full Shelf

ITEM NUMBERS

TOAFS4822
TOAFS6022
TOAFS7222

TOOLS REQUIRED

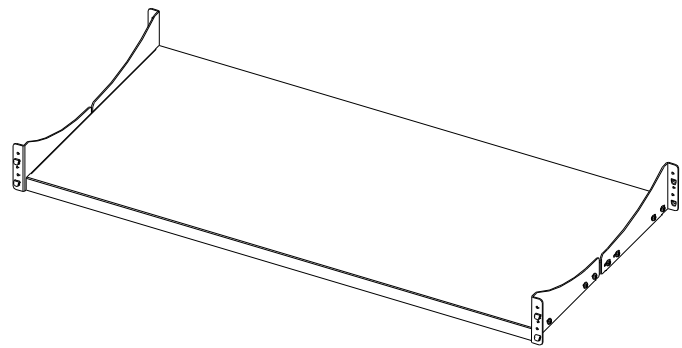
- (1) Phillips screwdriver
- (1) Plastic mallet

1. Determine the location for the Full Shelf and attach the Brackets to the Tech Organizer as shown in figure 1.

NOTE: Be sure that the Brackets are at the same level.

Tap the top of each Bracket with a plastic mallet to ensure that the hooks are fully seated.

2. Lock each Bracket in place using the #10-24 x 3/8" phillips head screws (provided). See figure 2.



Full Shelf

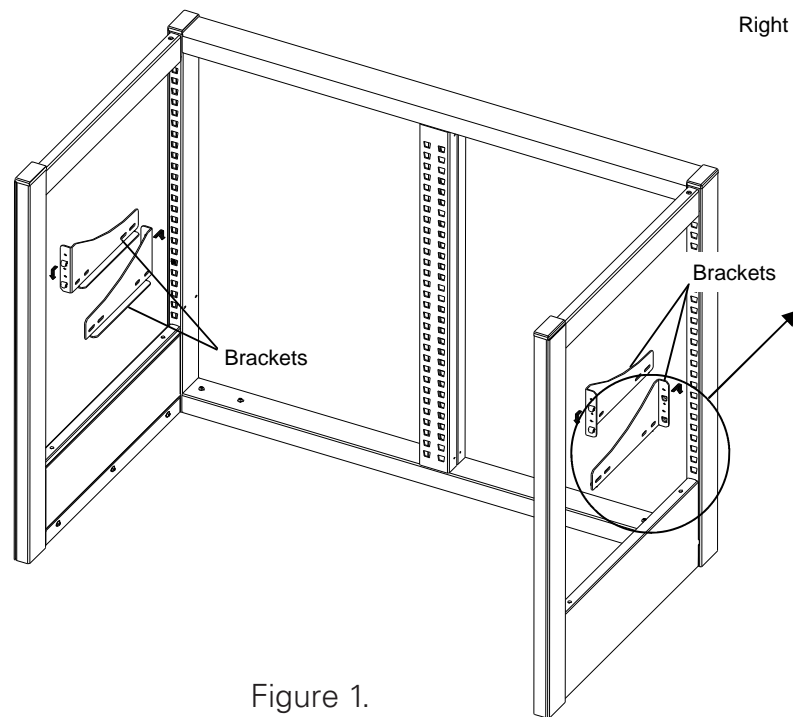


Figure 1.

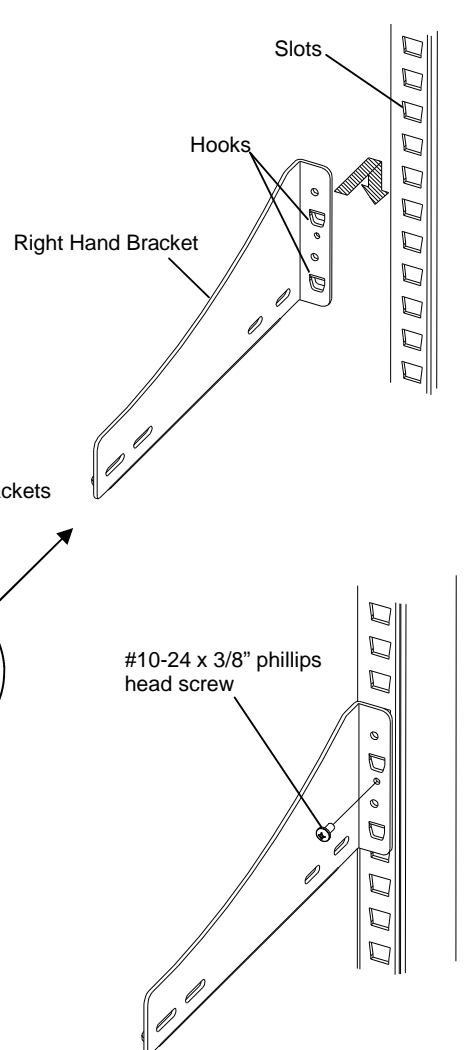


Figure 2.

91350

Full Shelf

3. Lower the Full Shelf onto the Brackets and align the holes in the sides of the shelf with the slots in the Brackets. Fasten the shelf to the Brackets using eight #10-32 x 5/8" phillips head screws (provided) on each side. See figure 3.

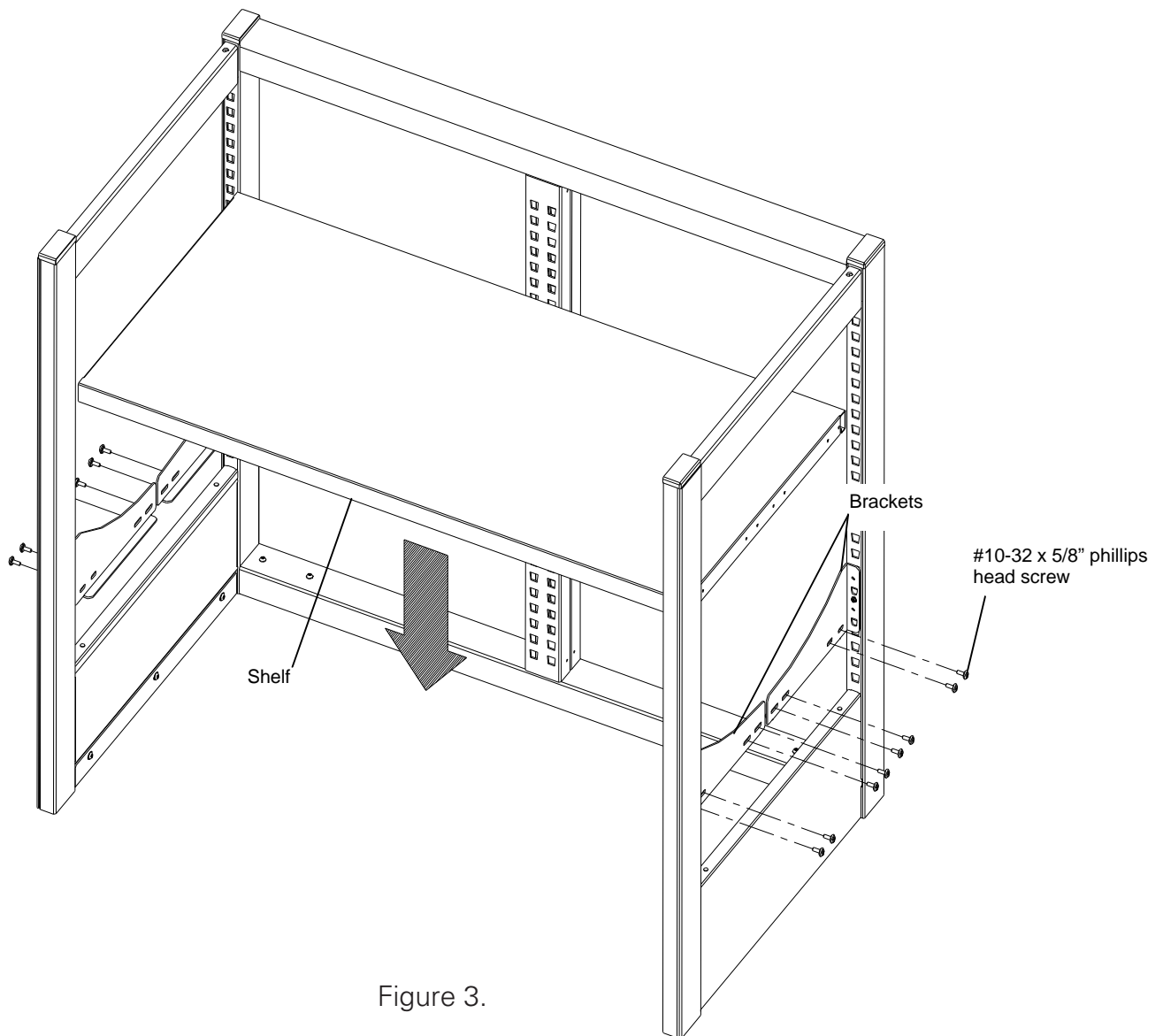


Figure 3.

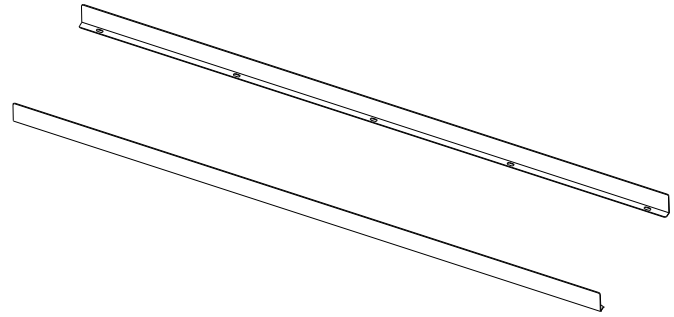
Shelf Edges

ITEM NUMBERS

TOSEGE48
TOSEGE60
TOSEGE72

TOOLS REQUIRED

(1) Phillips screwdriver



Shelf Edges

1. Attach the Shelf Edges to the bottom of the Shelf using the #10-32 x 5/8" phillips head screws (provided) as shown in figure 1.

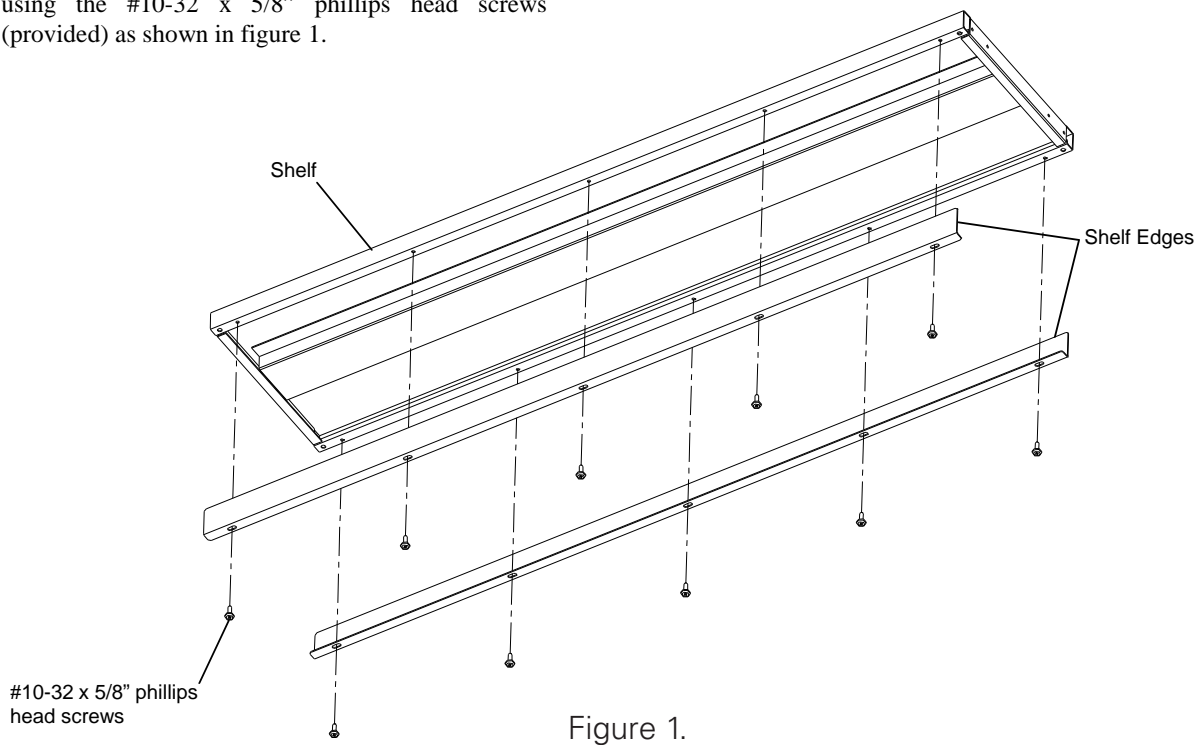
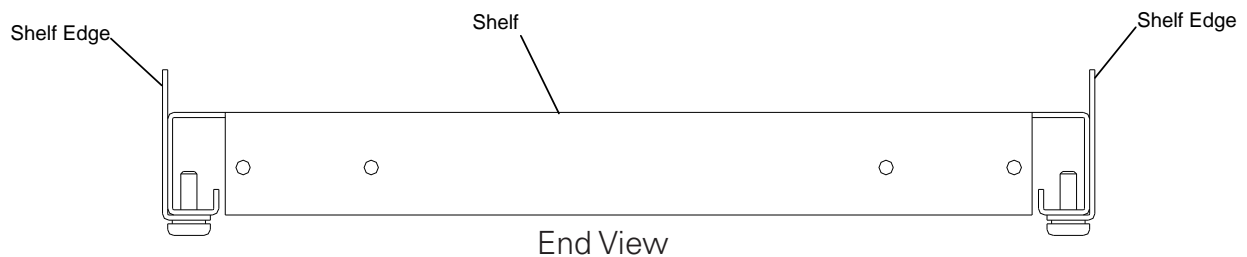


Figure 1.



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