# Lab Tech Organizer Installation Manual

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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.

Figure 1
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.

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.

<table>
<thead>
<tr>
<th>Worksurface Type</th>
<th>Hole diameter and depth</th>
</tr>
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<tbody>
<tr>
<td>Laminate</td>
<td>0.113&quot;dia. x .500” deep</td>
</tr>
<tr>
<td>Phenolic*</td>
<td>0.164”dia. x .650 deep</td>
</tr>
<tr>
<td>Maple</td>
<td>0.156”dia. x .750” deep</td>
</tr>
</tbody>
</table>

* Use caution not to drill thru the worksurface.
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).

![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]

<table>
<thead>
<tr>
<th>Worksurface Type</th>
<th>Screw Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laminate</td>
<td>#10 x 3/4” phillips pan head screw</td>
</tr>
<tr>
<td>Phenolic</td>
<td>#10 x 5/8” phillips pan head screw</td>
</tr>
<tr>
<td>Maple</td>
<td>#10 x 3/4” phillips pan head screw</td>
</tr>
</tbody>
</table>
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.

5. 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.
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.

<table>
<thead>
<tr>
<th>Organizer Size</th>
<th>Distance between holes</th>
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<tr>
<td>48”</td>
<td>46.50”</td>
</tr>
<tr>
<td>60”</td>
<td>58.50”</td>
</tr>
<tr>
<td>72”</td>
<td>70.50”</td>
</tr>
</tbody>
</table>

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

**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. Refer-ence the Wright Line Spec. Guide.
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.

Figure 1
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.
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.
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.
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.
ITEM NUMBERS
TOSEDGE48
TOSEDGE60
TOSEDGE72

TOOLS REQUIRED
(1) Phillips screwdriver

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.