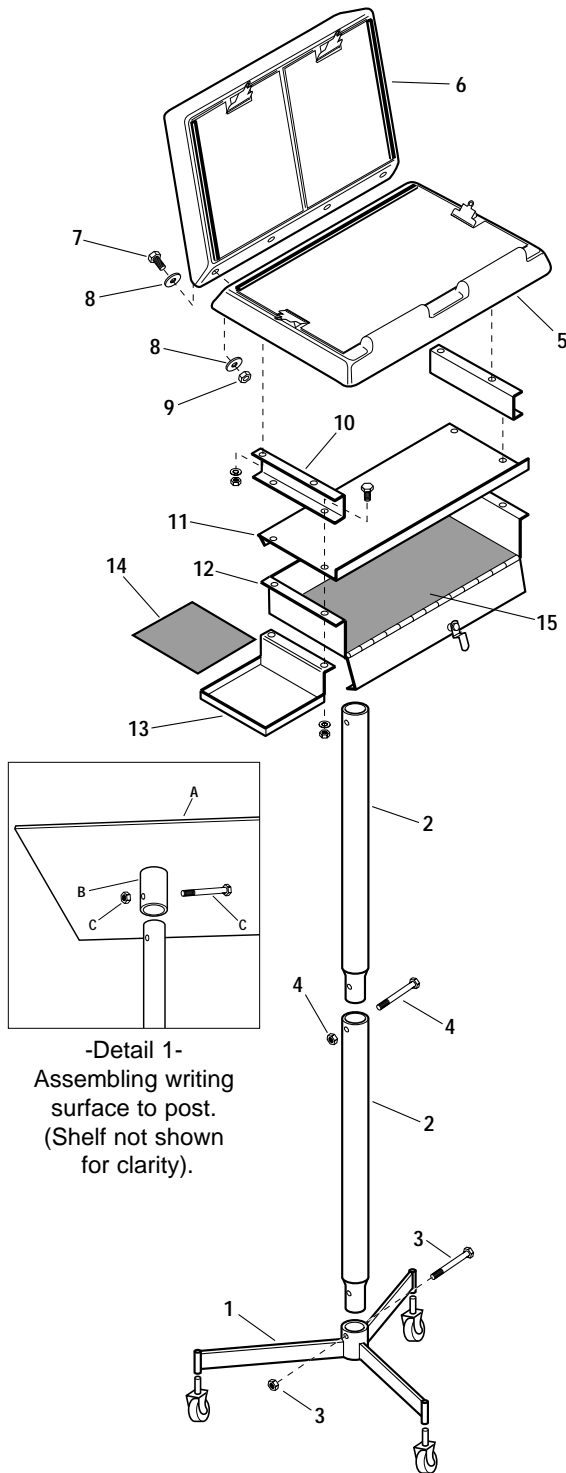


## Assembly Instructions 2000D & 2500D Document Stand



-Detail 1-  
Assembling writing  
surface to post.  
(Shelf not shown  
for clarity).

**NOTE:** This stand may be assembled with writing surface (item 5) at a height suitable for either standing use or seated use. To assemble for seated use, substitute 11" long post section for 22 1/2" long section (item 2).

Refer to illustration at left. *NOTE: The unit you are assembling may look slightly different than the illustration.*

1. Identify posts for stand (item 2).
2. Slide end of lower post (2) into base (1). Secure with screw and nut (3). Tighten. Slide upper post into top of lower post. Secure with screw and nut (4). Tighten. Height may be adjusted as required following assembly. Install casters.
3. Mount stand-offs (item 10) to writing surface (item 5) using studs beneath writing surface. Make sure flanges face out and that holes are aligned as shown. *NOTE: Do not remove backing plate attached to writing surface when connecting stand-offs to panel. Stand-offs fit over the nuts attaching backing plate.*
4. Mount locking tray (items 11, 12 & 13) to stand-offs. Mount side tray beneath locking shelf flange. Side tray may be mounted on either side.
5. Slide sleeve on under side of panel/tray assembly onto top of stand. Secure with screw and nut (C on detail 1). Tighten.
6. Attach display surface (6) to writing surface (5) using bolts, flat washers and hex nuts (7, 8, 9). Tighten securely.
7. Install neoprene liners (14 & 15) on trays.



**Workplace Solutions**

P.O. Box 26 • 600 South Clark St.  
Mayville, WI 53050  
Phone: 920-387-4120  
Fax: 920-387-4189