

ASSEMBLY INSTRUCTIONS

PACKAGING STATION



Packaging Station assembled with monitor on left end and foam wrap dispenser on right end.

DESCRIPTION

The Hubbell Workplace Solutions Packaging Station allows user to set up a fully equipped workstation on which to wrap, pack and ship parcels. It was designed for use with the computer terminals, printers and scales supplied by parcel shipping services. Its 30" deep x 120" long top provides ample space for packing and shipping of products and parts. Standard features include two adjustable shelves; swing arm mounted trays for monitor, keyboard and mouse pad; an overhead fluorescent light; a document stand mounted on a swing arm; and a packaging foam dispenser with cutting guide bar. The 48" tool rail is equipped with a tool trolley, ideal for keeping a tape dispenser or heat gun within reach when needed but out of the way when not in use. Tool balancer (recommended) is not included.

The packaging station may be assembled with the packaging foam dispenser located on the right end (shown above) or left end (shown at right). Decide which configuration will be best for you before beginning assembly.



Packaging Station assembled with monitor on right end and foam wrap dispenser on left end.

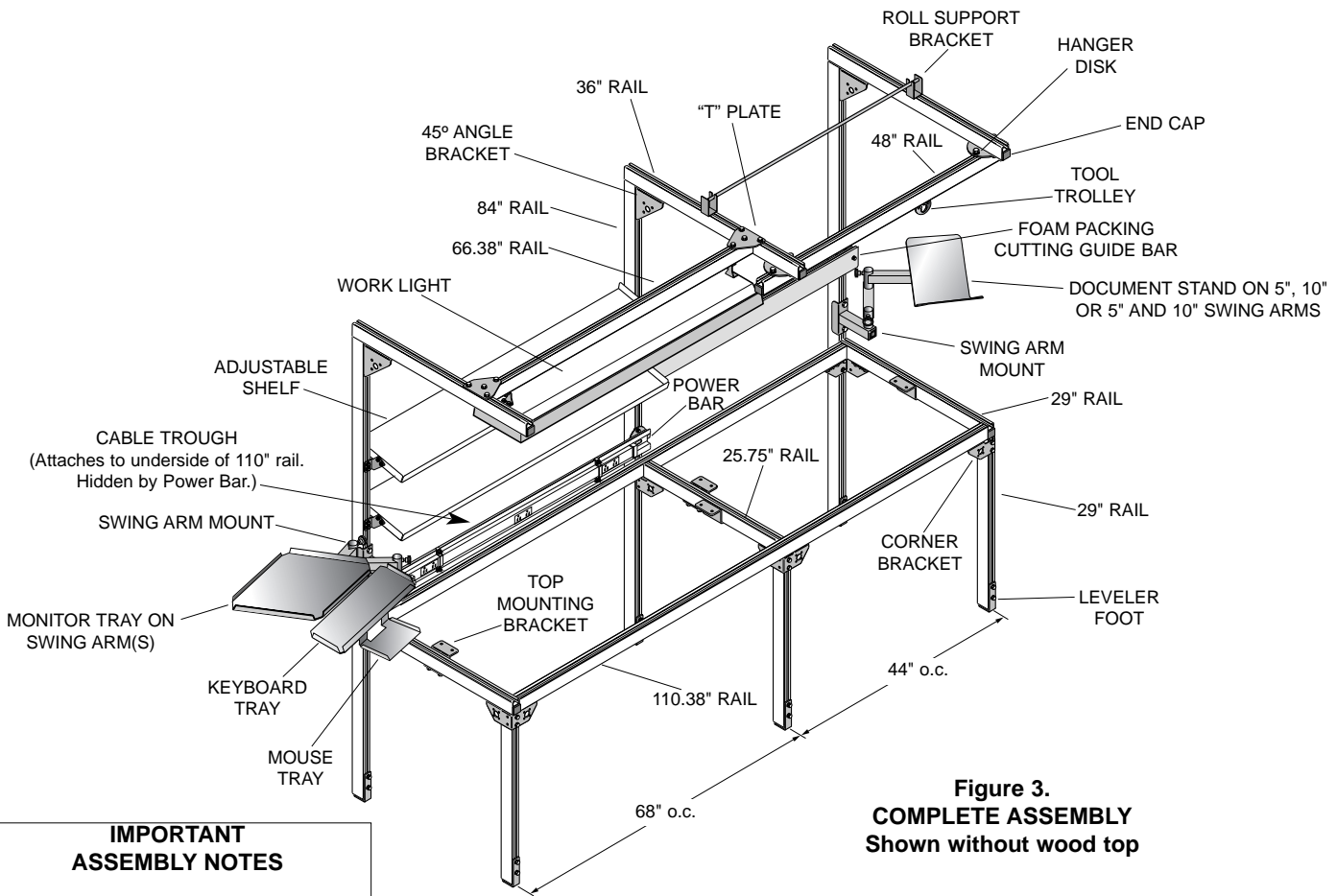
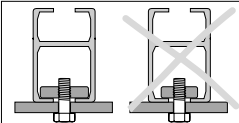


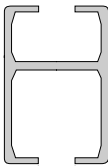
Figure 3.
COMPLETE ASSEMBLY
Shown without wood top

IMPORTANT ASSEMBLY NOTES

- Components are assembled using the Hubbell Workplace Solutions "ALIGN – SET – TIGHTEN" system. Brackets are clamped to aluminum extrusions with track nuts in one of the two inside cavities. Always install track nuts with widest dimension perpendicular to aluminum rail.



- All main frame members are extruded aluminum rail. Install with large cavity down or to front.



- All brackets, shelves, swing arms, etc. are steel and are shipped with assembly hardware (usually track nuts) installed. Some track nuts may have to be reversed (bolt head on opposite side of plate) for proper assembly. In addition, some attachments are also shipped with *E-Z Nuts* which may be inserted from the front of the upright rather than from the top. See separate instructions.

NOTE:

Prior to assembly, become familiar with the following instructions and names of components as shown above. Also, decide if station will be assembled with wrap dispenser on right or left end.

ASSEMBLY

- Initial assembly will be done with basic frame lying on its back. Lay three 84" rails on floor. Install one corner bracket on each 84" rail by sliding track bars into slots in rails. Refer to Figure 3 for proper bracket orientation. Position with bracket top 29" from end of rail that will be bottom when assembled. Tighten bolts on track bars to secure brackets.

- Position one 110.38" rail perpendicular to 84" rails. (This becomes rear of bench). Install cable trough by sliding tack nuts into one end of 110.38" rail (Fig. 4). Finger tighten.

NOTE:

Track nuts must be positioned with long dimension running across opening in aluminum rail.

- Assemble 84" rails to 110.38" rail by sliding corner bracket track bars into 110.38" rail from ends. Refer to Figure 3. Position center 84" rail 66.38" from end of 110.38" rail on which wire trough is located. Tighten to secure. Position outer 84" rails so that ends of 110.38" rail is flush with **inside** of 84" rail. Tighten. Lay assembly on floor with cable trough facing down. Block up ends of 84" rails to stabilize assembly.

- Center cable trough between 84" rails (Fig. 4). Tighten track nuts to secure.

- Slide one 29" cross rail into the corner bracket on each end of the 110.38" rail. Slide the 25.75" into the corner bracket at the center of the 110.38" rail. Tighten.

- Side top mounting brackets onto the cross rails (Fig 3). Note that the center cross rail gets two top mounting brackets, one facing each way. Tighten.

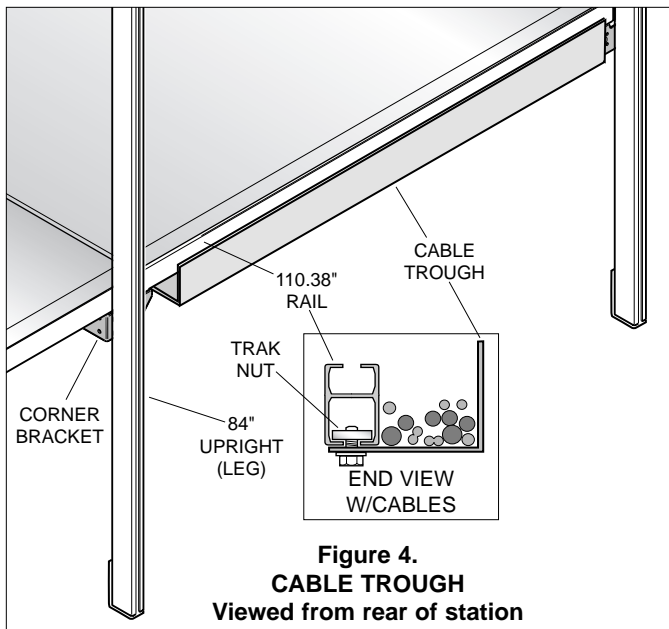


Figure 4.
CABLE TROUGH
Viewed from rear of station

7. Slide three corner brackets onto the remaining 110.38" rail (refer to Step 3 and Fig. 3). Assemble 110.38" rail to ends of cross rails. Tighten.

8. Slide a 29" rail into each corner bracket to form front legs of packing station.

9. Install leveler feet onto ends of all six legs (Fig. 3).

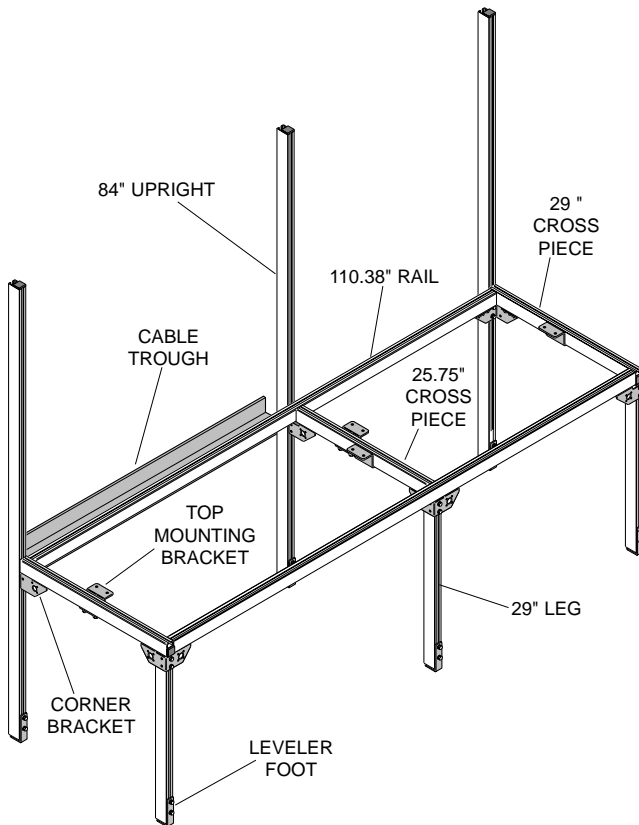


Figure 5.
BASIC WORKTABLE FRAME

10. Stand basic frame on its legs (Fig. 5). Make sure frame is square and securely tighten all trak nuts before proceeding.

NOTE:

The basic work table frame is now complete. Attachments and top structure, all of which slide into the 84" rails from the top, are added in the following steps.

11. Install attachments by inserting them into the top of one or two of the 84" rails (depending on attachment type) and sliding them into position. Finger tighten trak nuts. Height of attachments will be adjusted later. Install in the following order:

A. Power Bar, onto uprights spaced 68" o.c.

B. Swing arm mounts, one onto each end upright (See Figure 3).

C. Brackets for one shelf onto uprights spaced 68" o.c.

D. Packing foam cutting guide bar, onto uprights spaced at 44" o.c.

E. Brackets for remaining shelf.

12. Slide angle brackets into front groove at top of each 84" upright. Position so top of bracket is flush with top end of rail and tighten clamp bar to secure bracket. (Fig. 3)

13. Slide a 36" rail onto top of each angle bracket. Position so that end of 36" rail is flush with back of 84" upright. Tighten.

14. Mount light brackets (attached to light) to bottom slot (larger cavity) of 66.38" rail. Center light on rail and tighten trak nuts.

15. Slide "T" plates into top slot of 66.38" rail with one "T" plate on each end (Fig. 3). Do not tighten.

16. Slide "T" plates on 66.38" rail into top slot in 36" overhead support rails. Position rail so that light is in desired location and tighten trak nuts.

17. Slide hanger disks into top slot in 48" tool rail. Do not tighten.

18. Install 48" tool rail beneath two 36" overhead support rails that are 44" o.c. (Fig. 6). Position tool rail as desired and tighten trak nuts.

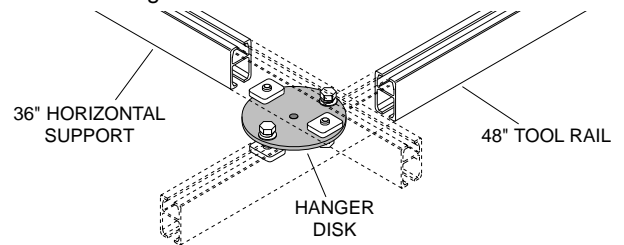


Figure 6.
HANGING TOOL RAIL

19. Install roll support brackets into top slots of 36" overhead support rails that are 40" apart (Fig. 3). Tighten trak nuts.

20. Slip axle rod through packaging foam roll and hang roll on roll support brackets.

21. Install balancer trolley, end stops and end caps in 48" tool rail (Fig. 7).

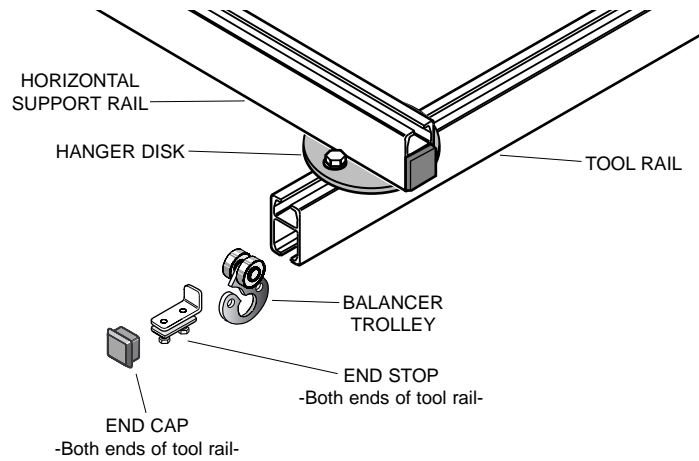


Figure 7
INSTALLING BALANCER TROLLEY AND END STOP

22. Bolt shelves to shelf brackets at desired angle.

23. Install wood bench tops (Fig 8). Adjust top mounting brackets as needed and secure top sections with lag screws through brackets into wood top.

24. Position shelves, power bar, swing arm mounts and packaging foam cutting guide at desired heights. Tighten trak nuts to secure.

25. Assemble monitor tray, keyboard tray and mouse tray following separate instructions. Install onto swing arm mount base using one 10" arm or one 10" and one 5" arm.

26. Install document stand on remaining swing arm base using one or two arms (see Step 25).

27. Route light cord as desired and plug into power bar.

28. Insert end caps into exposed rail ends.

29. Move packaging station into location in which it will be used. Adjust leveler feet (Fig. 5) to compensate for floor unevenness.

30. Feed end of packaging foam through cutting guide.

31. Install scales, printers and other equipment.

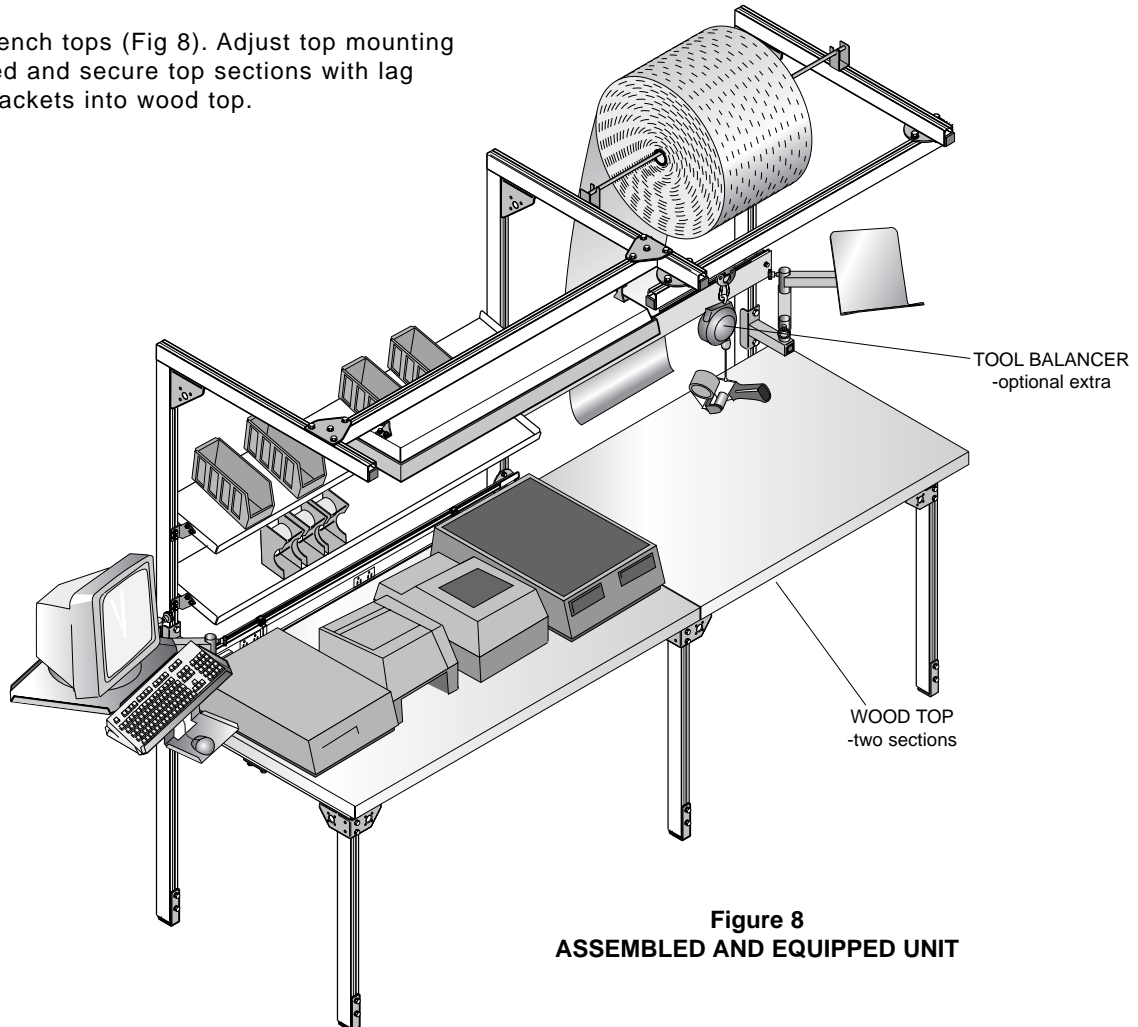


Figure 8
ASSEMBLED AND EQUIPPED UNIT



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