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**PLEASE NOTE:**

Have a Nice Day
ATTENTION NOTES:

IAC Industries takes great care in the packing of its products, however damage can occur during shipment. Check all packages and parts for any signs of damage. If damage is evident STOP and contact the carrier that delivered your order. Request a freight claim inspector to document the damage and begin the freight claim process.

Tools required to assemble your PACKAGING STATION products are:

7/16” and 1/2” wrench or socket with ratchet.
Phillips screw driver 8” long.
Utility knife.
Safety glasses and light duty protective gloves.

NOTE: Power tools are NOT recommended unless they are equipped with a torque limiting device which can limit the torque to 10 foot lbs maximum at aluminum attachment points, and 15 foot lbs maximum for all other attachment points.

Unpack your order and separate like parts into separate areas. Be careful not to damage parts as they are being moved around and put into position. Also be sure all parts are removed from the packing materials before these materials are thrown away.

Locate the hardware kits and keep them in a central area. If the assembly is going to take more than one day, all individual hardware pieces should be returned to a central location.

Check all parts and hardware kits against the itemized packing list found with the assembly instructions. If you believe there are parts missing from your order please contact IAC Industries customer service HOTLINE at 800-989-1422.

If your order has ESD worksurfaces or accessories please review page 30 for helpful instructions and cautions before you begin assembling the workstations.

WARNING:

ALL PARTICLE BOARD USED IN IAC INDUSTRIES PRODUCTS ARE SOURCED ONLY FROM VENDORS THAT ARE CARB ATCM PHASE 2 AND TSCA TITLE VI COMPLIANT WITH VALID CERTIFICATES. Drilling, Sawing, Sanding or Machining Wood products can expose you to wood dust, a substance known to the state of California to cause cancer. Avoid inhaling dust generated from wood products or use a dust mask to other safeguards for personal protection. This product can expose you to chemicals, including formaldehyde, which is known to the state of California to cause cancer, and methanol, which is known to the state of California to cause birth defects or other reproductive harm. For more information please visit, www.P65WARNINGS.CA.GOV/WOOD. COPY OF VENDOR CERTIFICATE AVAILABLE UPON REQUEST.
PRE ASSEMBLY CHECK LIST

Your bench has been carefully packed at the factory to prevent damage during shipment. Unpack all parts and examine them for damage. Contact your freight carrier for freight claims information if your order was shipped "freight collect" or "pre-pay and add". Contact IAC Industries at 800 989-1422 if parts are missing.

HARDWARE KIT HWR 001:

1/4-20x .75 Hex Head Bolt 1/4" Flat Washer 5/16-18x .75 Hex Head Bolt Beam Connector Plate

HARDWARE KIT COMPONENTS:

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<thead>
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<th>Description</th>
<th>Qty</th>
</tr>
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<tbody>
<tr>
<td>1/4-20 x .75 Hex Head Bolt</td>
<td>16</td>
</tr>
<tr>
<td>1/4&quot; Flat Washer</td>
<td>24</td>
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<td>5/16-18 x .75 Hex Head Bolt</td>
<td>8</td>
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<td>Beam Connector Plate</td>
<td>4</td>
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WORKBENCH CONTENTS:

<table>
<thead>
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<th>Description</th>
<th>Qty</th>
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<tr>
<td>Worksurface</td>
<td>1</td>
</tr>
<tr>
<td>Pedestal Legs</td>
<td>2</td>
</tr>
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<td>2</td>
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TOOLS NEEDED: Power or hand held phillips head screwdriver with #2 tip, 7/16" and 1/2" combination wrench or thin wall sockets.
Packaging Bench Assembly:

**Step 1:**
Attach beam connector plates to the ends of the bench support beams using the 5/16-18 x 75 HH bolts and 1/4" flat washers supplied as shown. DO NOT TIGHTEN THE HARDWARE.

**Step 2:**
Place worksurface top side down on smooth flat surface being sure to protect it from damage by foreign objects. IAC recommends the use of packing type blankets or clean cardboard. Place the support beams on the worksurface with the open side toward the center of the worksurface and align the slots of the support beams over the threaded inserts in the worksurface as shown. Thread 1/4-20 x .75 HH bolts and 1/4" flat washers into the threaded inserts to attach the beams to the worksurface. DO NOT TIGHTEN THE HARDWARE.
Packaging Bench Assembly: (cont)

**Step 3:**
Align the workbench pedestals over the ends of the support beams and lower them down over the beam connector plates so that the plates are on the inside of the pedestal tubing. Align the slots in the pedestal support beam over the inserts in the worksurface and thread the 1/4-20 x 75 HH bolts with the 1/4 washers into the inserts. Tighten the beam connector hardware. The frame should now be aligned on the worksurface to even the overhangs on the right and left sides. Tighten the beam attachment and the pedestal support beam hardware. NOTE: Do not over tighten the hardware that goes into the threaded inserts in the worksurface as this could cause the insert to pull out.

![Diagram](image1)

**Step 4:**
Slide the workbench leg extender into the pedestal tube making sure the plastic insert in the end of the leg extender is exposed. Align the threads of the leg extender with the holes in the pedestal tube and select the desired height of the bench. Thread the 1/4-20 x 75 HH bolts with the 1/4 washers into the threaded holes in the leg extender and tighten. Thread the floor glide into the plastic insert of the leg extender. The floor glides are used to level the bench when assembly is complete and it is put into position.

![Diagram](image2)

If you have ordered footrests, drawers or suspended cabinets for this bench please see pages 22 and 23 for assembly instructions. If not the workbench can be turned over for assembly of above the worksurface accessories or it can be put into place.
Packaging Bench Channel Upright Assembly:

HARDWARE KIT HWR3055

**Step 1:**
Install the unistrut nuts into upright channel and align their location in the channel with the holes in the rear tube of the bench pedestal. Feed the 1/4 – 20 x 2.75 bolts with washers through the pedestal tube and thread into the unistrut nuts. Tighten enough to hold in place. Repeat this for the second upright channel. Adjust the uprights to be the same height and tighten in place. Do not over tighten to avoid damaging the pedestal tube.
Packaging Bench Upper 12” Shelf Assembly:

HARDWARE KIT HWR3090

**Step 1:** **NOTE:** If you have a shelf back splash see page 10 before completing this step. Install the unistrut nuts into upright channel aligning them with the holes in the rear flange of the shelf mounting brackets. Fasten the shelf brackets to the upright channels using 1/4 – 20 x .75 PPH screws and 1/4 flat washer. Slide brackets to the desired shelf height and tighten hardware.

**Step 2:** Install shelf on bracket flanges as shown and fasten using 1/4 – 20 x .50 carriage bolts, 1/4 flat washers and 1/4 – 20 hex nuts. Do not tighten hardware until all pieces are installed. **NOTE:** The holes on the shelf edge should be at the read when the shelf is installed.
Packaging Bench Upper 6" Shelf Assembly:

HARDWARE KIT HWR3090

Step 1: NOTE: If you have a shelf back splash see page 11 before completing this step.
Install the unistrut nuts into upright channel aligning them with the holes in the rear flange of the shelf mounting brackets. Fasten the shelf brackets to the upright channels using 1/4 – 20 x .75 PPH screws and 1/4 flat washer. Slide brackets to the desired shelf height and tighten hardware.

Step 2:
Install shelf on bracket flanges as shown and fasten using 1/4 – 20 x .50 carriage bolts, 1/4 flat washers and 1/4 – 20 hex nuts. Do not tighten hardware until all pieces are installed.
NOTE: The holes on the shelf edge should be at the read when the shelf is installed.
Packaging Bench Upper 12" Shelf Backsplash Assembly:

HARDWARE KIT HWR3110

Step 1:
Follow Step 1 of the assembly of the shelf bracket to the upright shown on the previous page except do not attach the top screw. Complete this assembly for both brackets. Position the slots in the top of the backsplash over the top holes in the shelf brackets and attach the backsplash using the hardware supplied with the shelf bracket. Tighten the hardware at this time.

Step 2:
Follow Step 2 of the shelf assembly onto the shelf bracket shown on the previous page. Attach the rear of the backsplash to the rear flange of the shelf using the 1/4 -20 x .50” TORX screws using the TORX wrench supplied in the hardware kit.
Packaging Bench Upper 6” Shelf Backsplash Assembly:

HARDWARE KIT HWR3110

Step 1:
Follow Step 1 of the assembly of the shelf bracket to the upright shown on the previous page except do not attach the top screw. Complete this assembly for both brackets. Position the slots in the top of the backsplash over the top holes in the shelf brackets and attach the backsplash using the hardware supplied with the shelf bracket. Tighten the hardware at this time.

Step 2:
Follow Step 2 of the shelf assembly onto the shelf bracket shown on the previous page. Attach the rear of the backsplash to the rear flange of the shelf using the 1/4 -20 x .50” TORX screws using the TORX wrench supplied in the hardware kit.
Packaging Bench Middle Shelf Assembly:

HARDWARE KIT HWR3095

- SCREW, 1/4-20 x .75 PPH
- 1/4-20 FLAT WASHER
- Hex Nut 1/4-20

**Step 1:**
Install middle shelf mounting bracket as shown to each side of the pedestal using 1/4-20 x .75 PPH bolts, 1/4 flat washers and 1/4 –20 hex nuts. Do not tighten hardware until all pieces are installed.

**Step 2:**
Install middle shelf as shown to each side of mounting bracket using 1/4–20 x .75 PPH bolts, 1/4 flat washers and 1/4 –20 hex nuts. Do not tighten hardware until all pieces are installed.

NOTE: You can mount your middle shelf in two positions (forward or rear)
Packaging Bench Lower Shelf Assembly:

**HARDWARE KIT HWR3100**

- **1/4 - 20 x .75**
  - HEX. HEAD BOLT
- **1/4 - 20**
  - FLAT WASHER

---

**Step 1:**
Install the unistrut nuts into the pedestal channel and align their location in the channel with the holes in the lower shelf of the bench pedestal.

**Step 2:**
Feed the 1/4 – 20 x .75 bolts with washers through the lower shelf into the pedestal tube and thread into the unistrut nuts. Tighten enough to hold in place. Repeat this for the second pedestal channel. Adjust the shelf to be the same position on both sides and tighten in place. Do not over tighten to avoid damaging the lower shelf.
Packaging Bench LT Light Assembly:

HARDWARE KIT HWR3050

Step 1:
Install the unistrut nuts into upright channel and align their location in the channel with the holes in the light support arm weldment. Feed the 1/4 – 20 x .75 bolts with washers through the light support arm weldment and thread it into the unistrut nuts. Tighten enough to hold in place. Repeat this for the second light support arm weldment. Adjust the light support arm weldment to be the same height and tighten in place. Do not over tighten to avoid damaging the light support arm weldment.

Step 2:
Install the unistrut nuts into the end of each light support arm weldment and install the light channel by feeding the 1/4-20x.75 bolts and 1/4-20 flat washers through the light channel and thread into the unistrut nuts. Adjust the light channel to the same position on both sides and tighten in place.

Step 3:
Install the unistrut nuts into the light channel and align their location in the channel with the holes in the light fixture. Install the LT light by feeding the 1/4-20x 1 bolt and 1/4 flat washer through the light fixture and into the unistrut nut on each side. Please Note that the light fixture diffuser and ballast cover must be removed to expose the mounting slots in the light fixture housing. This must be done with extreme caution so that neither part is broken and that wires are not exposed when the ballast cover is reinstalled. Install end cap to each end of the paper roll support arm weldment.
Packaging Bench Shelf Divider Assembly:

HARDWARE KIT HWR3055

BOLT, CARRIAGE
1/4-20 X .50

1/4-20 FLAT WASHER

NUT, WING 1/4-20

Step 1:
Install the shelf divider by feeding two carriage bolts through the top side of the shelf divider and aligning them to the location you need and fasten it using two 1/4 flat washers and 1/4-20 wing nuts. Tighten in place.
Packaging Bench Upper Paper Roll Holder Assembly:

HARDWARE KIT HWR3065

**Step 1:**
Install the unistrut nuts into upright channel and align their location in the channel with the holes in the paper roll support arm weldment. Feed the 1/4 – 20 x .75 bolts with flat washers through the paper roll support arm weldment and thread it into the unistrut nuts. Tighten enough to hold in place. Repeat this for the second paper roll support arm weldment. Adjust the paper roll support arm weldment to the same height and tighten in place. Do not over tighten to avoid damaging the paper roll support arm weldment.

**Step 2:**
Install the upper pole bracket to the paper roll support arm weldment by installing a unistrut nut into the paper roll support arm weldment channel and feeding a 1/4-20x.75 screw and 1/4-20 flat washer through the upper pole bracket and thread it into the unistrut nut. Repeat this for the second upper pole bracket. Tighten in place. Install end cap to each end of the paper roll support arm weldment. Install upper paper roll pole.
Packaging Bench Lower Paper Roll Holder Assembly:

HARDWARE KIT HWR3070

- SCREW, 1/4-20 x .75 PPH
- 1/4 - 20 FLAT WASHER
- NUT, UNISTRUT W/ LONG SPRING 1/4 - 20

**Step 1:**
Install the lower pole brackets to the pedestal leg by installing a unistrut nut into each of the pedestal leg weldment channels and feeding a 1/4-20x.75 screw and 1/4-20 flat washer through each of the lower pole brackets and thread it into the unistrut nut. Tighten in place. Install lower paper roll pole.
Packaging Bench Electrical Channel Assembly:

**HARDWARE KIT HWR3060**

- **Screw, 1/4-20 x .75 PPH**
- **1/4-20 Flat Washer**
- **Nut, Unistrut w/ Long Spring 1/4-20**
- **Electrical Channel**
- **Electrical Mounting Bracket**
- **Rear Support Upright**

**Step 1:**
Install the unistrut nuts into upright channels and align their location in the channels with the electrical mounting bracket. Two unistrut nuts will be needed for each upright channel.

**Step 2:**
Install the electrical mounting brackets to the ends of the electrical channel using two 1/4–20 x .75 bolts with flat washers through the bracket and into the electrical channel.

**Step 3:**
Mount the electrical channel to the upright channels using 1/4–20 x .75 bolts and flat washers through the mounting bracket and thread it into the unistrut nuts. Tighten enough to hold in channel place. Repeat this for the second electrical mounting bracket. Adjust the electrical mounting bracket to be the same height and tighten in place. Do not over tighten to avoid damaging the electrical mounting brackets.
Packaging Bench Part Cup Rail:

**Step 1:**
Install the unistrut nuts into upright channel aligning them to the same height. Fasten the Parts Cap Rail (PCR) to the upright channels using 1/4 – 20 x 1.00 hex head bolts and 1/4 flat washer. Slide the PCR to the desired height by moving it up or down holding on to both the PCR and the unistrut nuts then tighten hardware. Do not over tighten hardware.
Packaging Bench Document Holder Assembly:

HARDWARE KIT HWR3115

Step 1:
Install two unistrut nuts into one of the upright channels and align their location in the channel with the document holder mounting bracket.

Step 2:
Mount the document holder mounting bracket to the upright channel using two 1/4–20 x .75 bolts with 1/4 flat washers through the document holder mounting bracket and thread it into the unistrut nuts. Adjust the document holder mounting bracket to the desired height and tighten hardware.

Step 3:
Install the 12” extension swing arm by sliding it’s pivot pin through the bushings in the document holder mounting bracket and attach it using the 1/4-20 ratchet handle and 1/4 split washer. Do the same for the document holder pivot tube sub-assembly.

Step 4:
Attach document holder pan using 1/4-20 x 1.50 phillips head screw, 1/4 flat washer and 1/4-20 acorn nut. Do not over tighten this screw. Next install 3 point hand knob and 1/4 flat washer into threaded insert in the document holder pivot tube sub-assembly. Tighten as needed to keep document holder in place.
Packaging Bench Swing Arm CRT Platform Assembly:

HARDWARE KIT HWR3120

<table>
<thead>
<tr>
<th>SCREW, 1/4-20 X .75 PPH</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4-20 FLAT WASHER</td>
</tr>
<tr>
<td>WASHER, PLASTIC .75 X 1.125</td>
</tr>
<tr>
<td>NUT, UNISTRUT W/ LONG SPRING 1/4-20</td>
</tr>
</tbody>
</table>

Step 1:
Install two unistrut nuts into upright channel and align their location in the channel with the CRT mounting bracket.

Step 2:
Mount the CRT mounting bracket to the upright channel by feeding the 1/4 – 20 x .75 bolts with 1/4 washers through the CRT mounting bracket and thread it into the unistrut nuts. Adjust the CRT mounting bracket to the height you require and tighten in place.
NOTE: If you have a Keyboard Holder Assembly see page 19 before completing next step.

Step 3:
Install swing arm and monitor platform as shown in below drawing making sure to add plastic washer to both swing arm and monitor platform before install them.
Packaging Bench Keyboard Holder Assembly:

HARDWARE KIT HWR3125

SCREW, #8 X .75
PPH/SMS

WASHER, FLAT
#10 ZINC

PLEASE NOTE: If you have an excising CRT platform you will need to remove your platform to install your keyboard holder.

Step 1:
Place your CRT platform upside down on a protective surface.

Step 2:
Install your keyboard holder by placing the keyboard holder on the underside of your platform, centering it and attaching it with four #8 screws and four #10 flat washers. Be sure not to over tighten the screws.
Packaging Bench FPD Swing Arm Universal Assembly:

HARDWARE KIT HWR3121

- BOLT, HEX. HEAD 1/4-20 X 1”
- 1/4 - 20 FLAT WASHER
- WASHER, PLASTIC .75 X 1.125”
- NUT, UNISTRUT W/ LONG SPRING 1/4-20
- 5MM X 10 MM SCREW (Not Used)

Step 1:
Install two unistrut nuts into upright channel and align their location in the channel with the FPD mounting bracket.

Step 2:
Mount the FPD mounting bracket to the upright channel by feeding the 1/4 – 20 x 1 bolts with 1/4 flat washers through the FPD mounting bracket and thread it into the unistrut nuts. Adjust the FPD mounting bracket to the height you require and tighten in place.

Step 3:
Install the two swing arms and FPD pivot swivel sub-assembly as shown in the below drawing making sure to add the plastic washers to both the swing arms and the FPD pivot swivel sub-assembly before install them.

Please Note:
Items E, F, and G are not used or needed for this installation.
Packaging Bench FPD Keyboard Holder with Mouse Pad Assembly

(Please Note: Monitor Front Plate removed from below pictures to shown mounting of Hardware only)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>FPD Keyboard Holder Vertical Support</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>FPD Keyboard Holder Horizontal Support</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Keyboard Shelf with Mouse Tray</td>
<td>1</td>
</tr>
</tbody>
</table>

HARDWARE KIT HWR-044

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Bolt 1/4-20 x .500 Carriage Zinc</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Nut 1/4-20 Acorn Zinc</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>Washer 1/4 Flat Black</td>
<td>4</td>
</tr>
</tbody>
</table>

Step 1:
Slide item 1 FPD Keyboard Holder Vertical Support between the FPD Pivot Swivel Sub-Assembly as shown above.

Step 2:
Install item 1 FPD Keyboard Holder Vertical Support to the FPD Pivot Swivel Sub-Assembly using two set of 1/4-20 x .500 Carriage bolts item A, 1/4 flat washers item C and 1/4-20 Acorn nuts item B as shown above. Do not tighten hardware yet.

Step 3:
Install item 2 to item 1 using two sets of 1/4-20 x .500 Carriage bolts item A, 1/4 flat washers item C, and 1/4-20 Acorn nuts item B as shown above.

Step 4:
Install Keyboard Shelf with Mouse Tray item 3 to item 2 by placing keyboard tray on top of item 2 and install it using hardware that comes with the buyout tray.

Step 5:
Adjust keyboard tray to height needed and tighten hardware.
Packaging Bench FPD Holder Support Rail Assembly:

HARDWARE KIT HWR053

- BOLT, HEX. HEAD
  1/4-20 X 1"
- 1/4 - 20 FLAT WASHER
- WASHER, PLASTIC
  .75 X 1.125"
- NUT, UNISTRUT
  W/ LONG SPRING
  1/4-20

**Step 1:**
Install the unistrut nuts into upright channel aligning them with the holes in the flange of the PS FSD Holder Mounting Rail. Fasten the PS FSD Holder Mounting Rail to the upright channels using 1/4 – 20 x 1.00 hex head bolts and 1/4 flat washer (Items B and C). Slide PS FSD Holder Mounting Rail to the desired height and tighten hardware. Do not over tighten hardware.

**Step 2:**
Install the FPD pivot swivel sub-assembly item 1 as shown in the below drawing making sure to add the plastic washer (A) to the FPD pivot swivel sub-assembly before install it to the FPD mounting bracket sub-assembly item 2..

**Please Note:**
Hardware items E and F are not used or needed for this installation.
Packaging Drawer

Note: Applies to all drawer and door cabinet options.

HARDWARE KIT HWR015

For easier installation, it is best to install drawer bracket and drawer(s) while bench in upside down.

Step 1: Install rear mounting bracket as shown on below drawings using hardware listed above.

Note: The position of your bracket will be determined by the size of your front beam.

Step 2: Install captive retainer nut to drawer mounting bracket and bench front beam as shown below.
**Step 3:** Remove drawer from drawer case by pulling the drawer body out of the case. Locate the slide release tabs. Lift up on the left side tab and press down on the right side tab and pull on drawer body.

**Step 4:** With the drawer removed from the case, place the case over the front beam and the drawer mounting bracket as shown. Use supplied hardware to fasten.

Note: For double stacking drawers use bolts washer and nuts supplied in hardware kit to attach the stacked drawer case to the first case.
Before Installing the Drawer Body back into the Drawer Case:

Once bench is complete and is in the right side up position you can install your drawer bodies back into the single drawer or cabinets, but before installing the two parts (Drawer body/Drawer Case) of the drawer assembly together you much do the following:

1. Make sure the Red locking mechanism in in the closed position: Using the switch of the Red locking mechanism, close the spring loaded Red locking mechanism by turning the switch up or down (depend on what side your setting) position until the Red locking mechanism closes.

Before installing the drawer body slide into the Drawer Housing slide please make sure that both of the “Ball bearing tracks” on the outside left and right pieces are all the way forward. Install drawer body part of slide to drawer housing part of slide making sure the slide are aligned with each other. Insert the drawer body all the way in then all the way out making sure the two part work OK.
Packaging Bench Caster Leg Extender Kit Assembly:

HARDWARE KIT HWR135

For easier installation, it is best to install casters while bench in upside down.

Step 1: (All Benches)
Install the TLC casters onto the caster pedestal leg extenders using 1/4-20 x 75 HH bolts, 1/4 flat washers, and 1/4-20 hex keps nuts as shown above. Tighten hardware down.

Step 2: (Excessing benches)
Slide the workbench leg extender out of the pedestal tube by loosening the threads of the 1/4-20 x 75 HH bolts with the 1/4 washers from the excessing leg extenders and slide out each leg extender.

Step 3:
Slide the caster leg extender into each of the pedestal tube legs aligning the threads of the caster leg extender with the holes in the pedestal tube and select the desired height of the bench. Thread the 1/4-20 x 75 HH bolts with the 1/4 washers into the threaded holes in the leg extender and tighten.

Step 2: (New Benches)
Slide the caster leg extender into each of the pedestal tube legs aligning the threads of the caster leg extender with the holes in the pedestal tube and select the desired height of the bench. Thread the 1/4-20 x 75 HH bolts with the 1/4 washers into the threaded holes in the leg extender and tighten.
ESD GROUNDING
HARDWARE KIT HWR014

Step 1  Note: do not use power tools for this installation
For ESD worksurfaces and instrument shelves to dissipate static electricity they require the connection of a ground cord to an earth ground. IAC install grounding studs on each rear corner of all ESD worksurfaces and instrument shelves. Thread the 1/4-20 coupler nut onto one of these ground studs and tighten it being careful not to over tighten. Over tightening this coupler nut can cause damage to the connection between the ground stud and the laminate. Place the eyelet of the ground cord (or cords if you are also grounding an instrument shelf to the same ground stud) over the 1/4-20 x .50 bolt and thread the bolt into the coupler nut. The alligator clip must attach to an earth ground.

ESD Laminate Testing:
Although IAC conducts connectivity and surface resistance tests at the factory on all ESD worksurfaces and instrument shelves, IAC recommends that customers conduct their own tests on all ESD worksurfaces and instrument shelves to ensure that the ground cord installation has been completed correctly and that the ESD material is working properly.

Cleaning ESD Materials:
ESD laminates are designed to resist abrasion, scuffing, scorching, and most solvents. Intense exposure to any of these conditions can damage the ESD properties of the laminate and will require the replacement of the worksurface or instrument shelf. ESD laminate worksurfaces and instrument shelves are cleaned much the same as non ESD laminated surfaces with a damp cloth and light soapy cleanser. A mild chemical cleaner can also be used as long as the laminate is not exposed to the chemical for long periods of time. Stains can be removed with a two minute exposure to a 5% hypo chloride bleach solution immediately followed by a light soapy cleanser.

ESD Ground Precautions:
1) Connect each workbench worksurface individually to the earth ground.
2) The green wire in a standard wall duplex can be used if it has been absolutely determined that it is attached to an earth ground.
3) Do not use power tools to install grounding hardware and components.
4) If benches are relocated IAC recommends the ground cords connections be re-tested.
5) Never use abrasive pads or cleansers to clean ESD surfaces.
6) Never wax ESD surfaces and avoid cleaners with wax based properties.
7) Test ESD worksurfaces and instrument shelves frequently to ensure it is working properly.