

BALANCE DESK ASSEMBLY GUIDE



Tools Required:



Battery Drill



Phillips Driver Tip



Soft Hammer

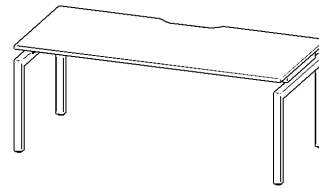
Configuration:

Page Number:

Image:

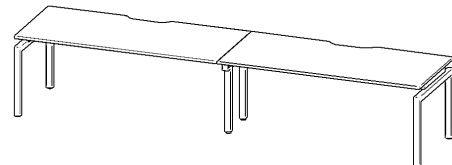
Straight Desk

3



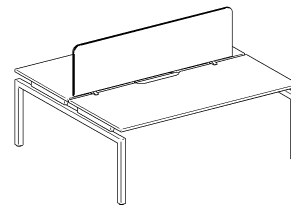
Inline 2pod

4



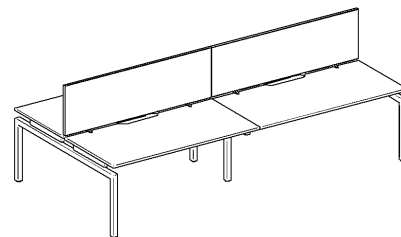
Back to Back 2Pod

5



Back to Back 4pod

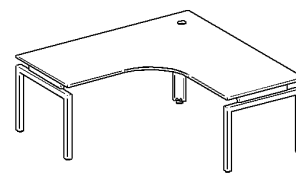
6



Corner Workstation

7

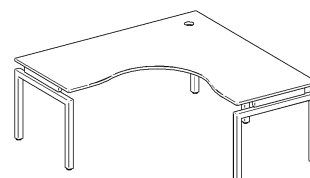
-with 90degree corner leg.



Corner Workstation

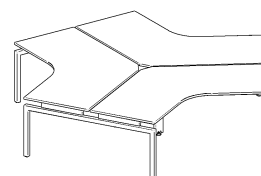
8

-3 End Legs

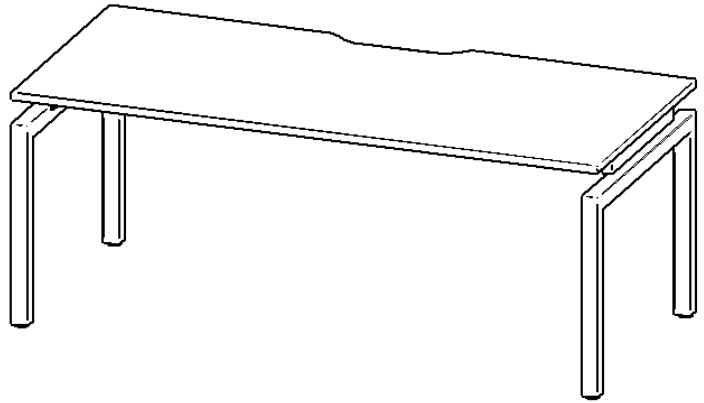


3 Pod 120degree

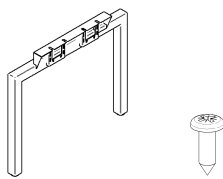
9



Straight Desk

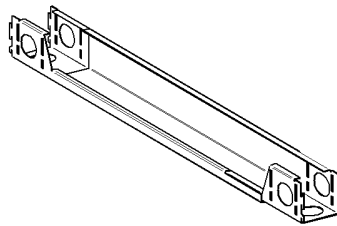
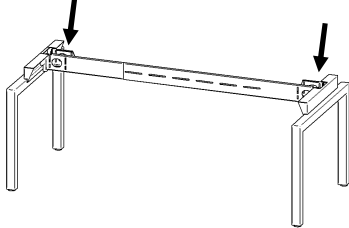


Parts list:



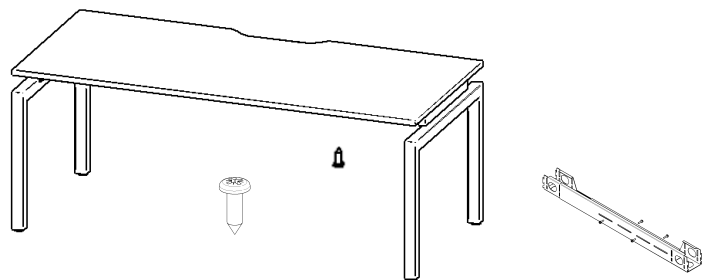
Balance End Leg (QTY: 2)

Include 4 wood screws per leg



Extendable Beam (QTY:1)

Include 4 wood screw and 4 bolts per beam

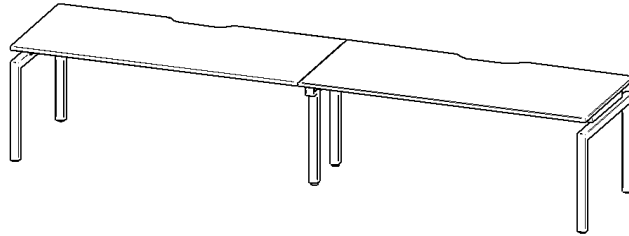


STEP 1: Attach the extendable beam to the end legs. Make sure the beam is mounted closer to the back of the legs. Open Side of the beam should face the front on a single desk. Use a nylon hammer to hit the beam down into place.

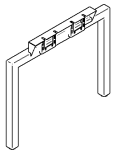
STEP 2: Place the table top on to the frame, attach the table top to the frame using the wood screws provided.



INLINE DESK 2POD

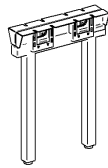


Parts list:



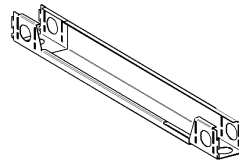
Balance End Legs (QTY: 2)

Includes 4 wood screws per leg



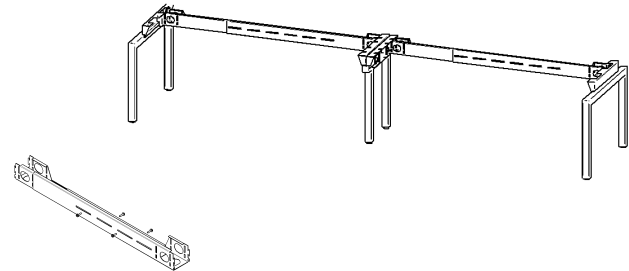
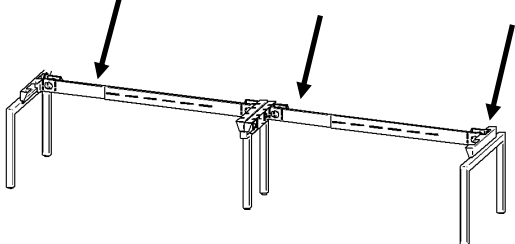
Balance Inline Leg.(QTY:1)

Includes 8 wood screws per leg



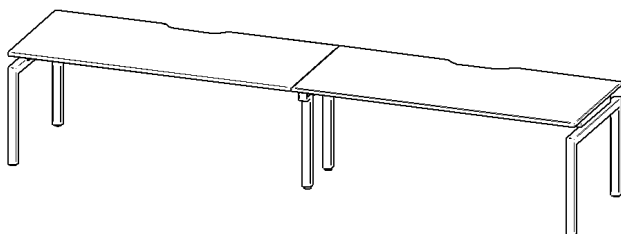
Extendable Beam (QTY:2)

Includes 4 wood screw and 4 bolts



STEP 1: Attach the extendable beam to the end legs and the inline legs as per above. Make sure the beam is mounted closer to the back of the legs. Open Side of the beam should face the back of the desk. Use a nylon hammer to hit the beam down into place.

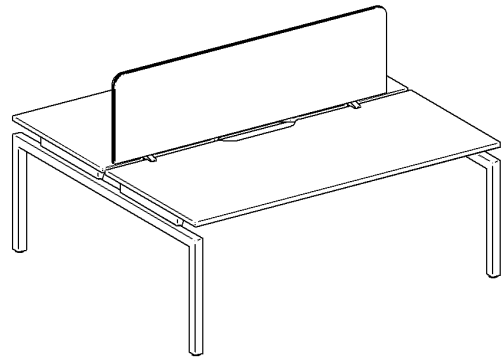
STEP 2: Using the bolts supplied with the beams, install 2 bolts front and back of the beam



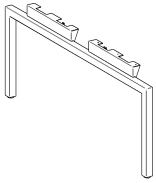
STEP 2: Place the table tops on to the leg frame, attach the table top to the frame using the wood screws provided.



BACK TO BACK 2POD

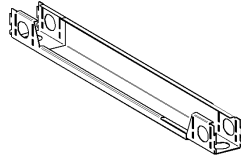


Parts list:



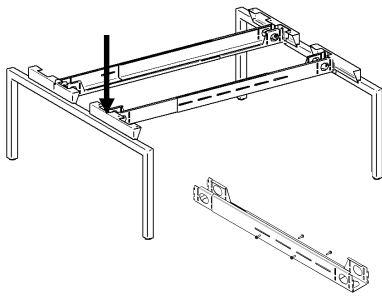
Balance End Leg (QTY: 2)

Includes 8 wood screws per leg.

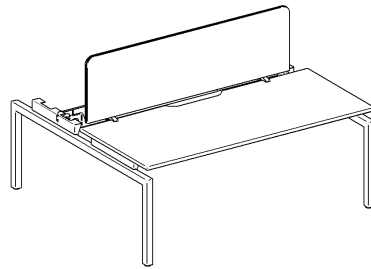


Extendable Beam (QTY:2)

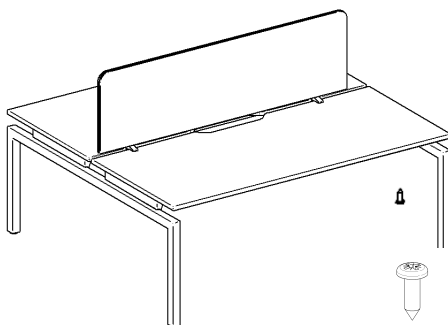
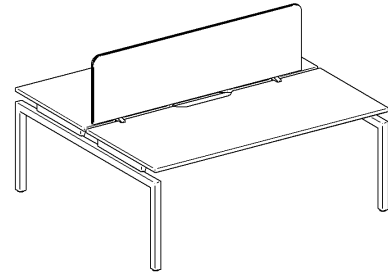
Includes 4 wood screws and 4 bolts per beam



STEP 1: Attach the extendable beam to the end legs. Open side of the beam should face the middle of the leg. Use a nylon hammer to hit the beam down into place. Using the bolts supplied with the beam, Install 2 bolts front and back of each beam as per above.



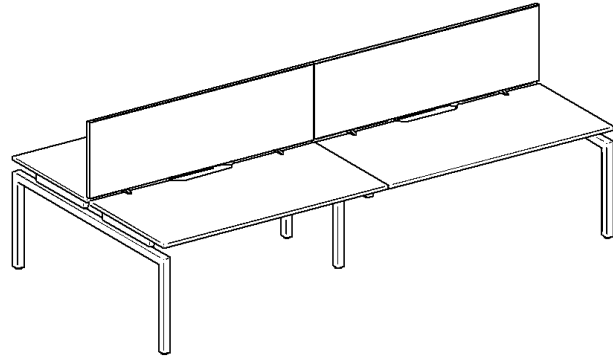
STEP 2: Place the table top on to the frame, then attach centre screen to it, then place desk top on the frame. As per above.



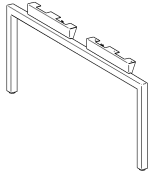
STEP 3: Extend beams out so end leg a line with the edge of the desk top. Attached end legs frames and extendable beams to the desk top using bolt B. (Desk tops will be pre-drilled for the legs.)



BACK TO BACK 4Pod

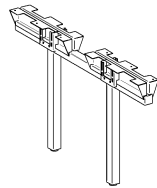


Parts list:



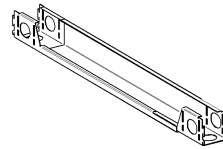
Balance End Leg (QTY: 2)

Includes 8 wood screws per leg



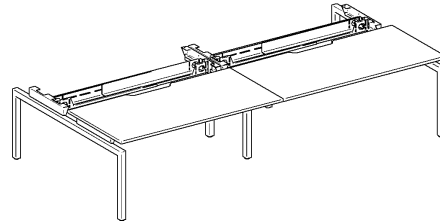
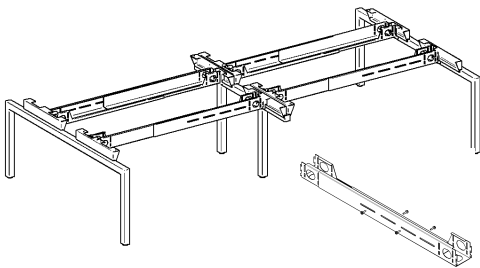
Balance Middle leg (QTY:1)

Includes 8 wood screws.



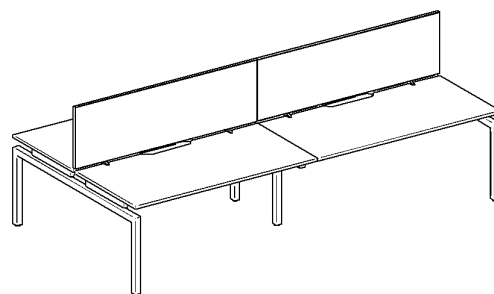
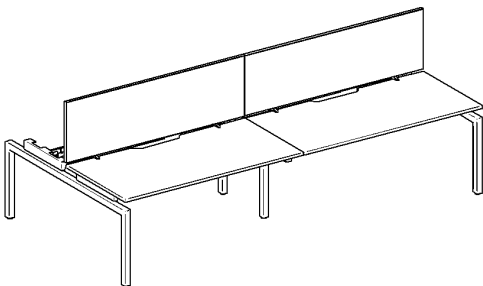
Extendable Beam (QTY:4)

Includes 4 wood screws and 4 bolts per beam



STEP 1: Attach the extendable beam to the end and middle legs. Open side of the beam should face the middle of the leg. Use a nylon hammer to hit the beam down into place. Using the bolts supplied with the beam, Install 2 bolts front and back of each beam as per above.

STEP 2: Place 2 table tops on one side of the frame as per above.



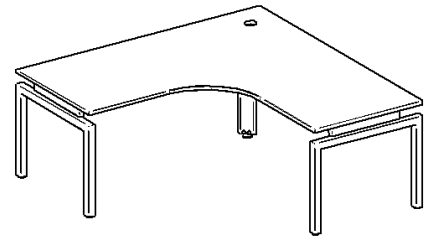
STEP 3: Attach centre screens to desk tops.

STEP 3: Install desk tops on other side. Extend beams out so end legs a line with the edge of the desk tops. Attach end leg frames and extendable beams to the desk top using bolt B. (Desk tops will be pre-drilled for the legs.)

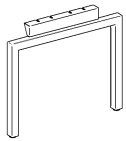


Corner Workstation

-with 90degree corner leg.

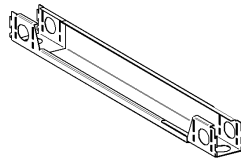


Parts list:



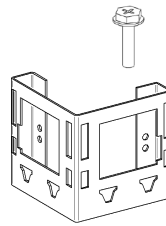
Balance End Leg (QTY: 2)

Includes 4 wood screws per leg.



Extendable Beam (QTY:2)

Includes 4 wood screws and 4 bolts per beam.



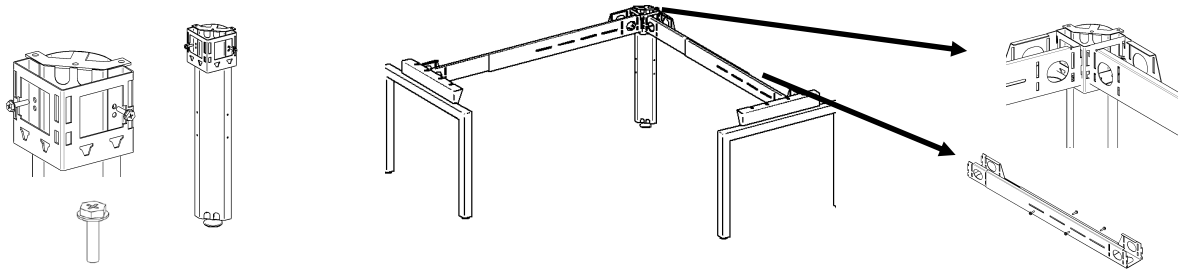
90degree Leg bracket.(QTY:1)

Includes 2x bolts.



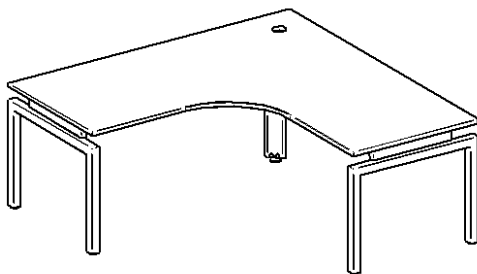
90degree Back Corner Leg.

Includes 2 wood screws per leg.



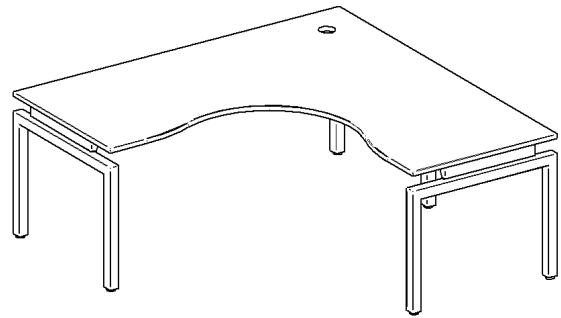
STEP 1: Attach 90degree bracket to the 90degree back corner leg as per above, using bolts supplied with the bracket.

STEP 2: Attach Extendable beams to the 90degree back corner leg and Balance end legs as per above, open side of the beam to face the back of the desk. Use nylon hammer to hit beam down into place. Using the bolt supplied with the beam, Install 2 bolts front and back of each beam as per above.

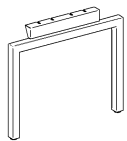


STEP 3: Place desk tops on to the leg frame as per above. Extend beams out so end leg are inline with the edge of the desk top. Desk top will be predrilled for the legs. Attach desk top to the legs and beams using the wood screws supplied.

Corner Workstation -with 3 End Legs

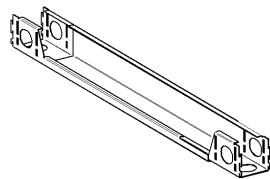


Parts list:



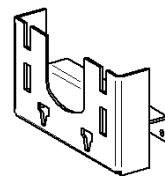
Balance End Leg (QTY: 3)

Includes 4 wood screws per leg.

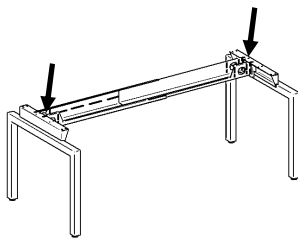


Extendable Beam (QTY:2)

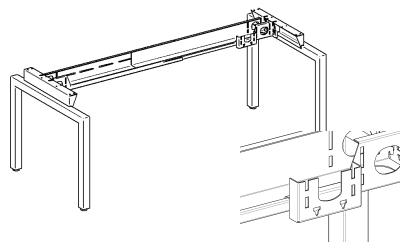
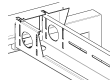
Includes 4 wood screws and 4 bolts per beam.



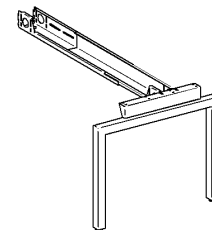
Beam to Beam Connecting Bracket (QTY:1)



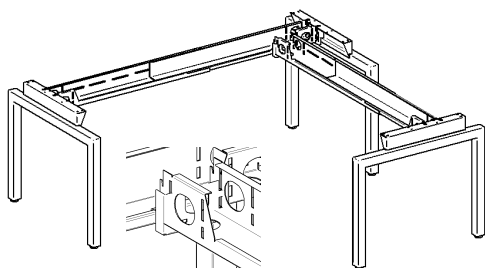
STEP 1: Attach the extendable beam to the end legs. Make sure the beam is mounted closer to the back of the legs. Open side of the beam should face the front. Use a nylon hammer to hit the beam down into place.



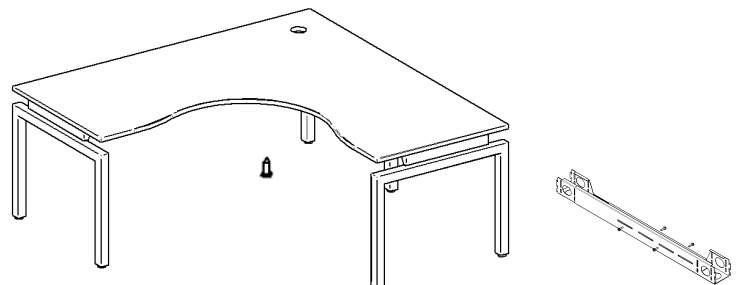
STEP 2: Attach the Beam to Beam connecting bracket to the front side of the beam as per above.



STEP 3: Attach the other beam to the return leg, as per above.



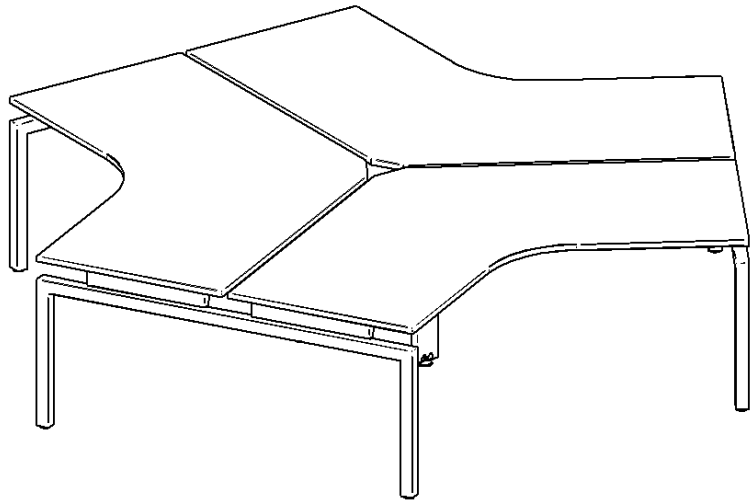
STEP 4: Attach the return leg beam to the Beam to Beam connector bracket as per above.



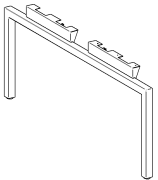
STEP 5: Extend the beams out to match the desk top supplied, align the legs up with the front, back and ends of the desk top, place the table top on to the frame, attach the table top to the frame using the wood screws provided. Install 2 bolts front and back of each beam as per above.



3 POD 120degree

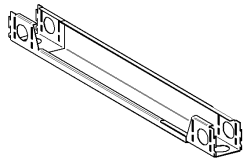


Parts list:



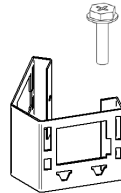
Balance End Leg (QTY: 3)

Includes 8 wood screws per leg.



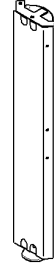
Extendable Beam (QTY:6)

Includes 4 wood screws and 4 bolts per beam.



120degree Leg bracket.(QTY:3)

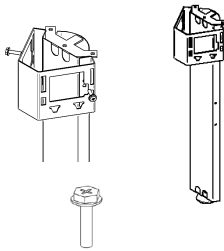
Includes 2x bolts.



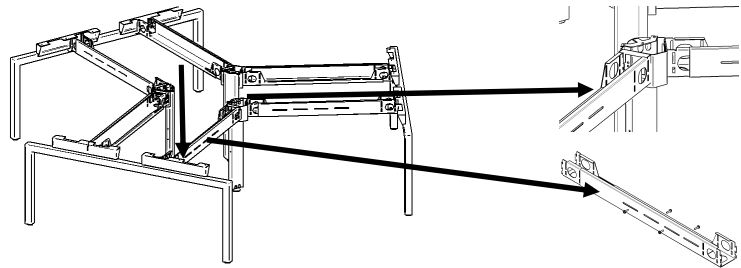
120degree Back Corner Leg.

Includes 2 wood screws per leg.

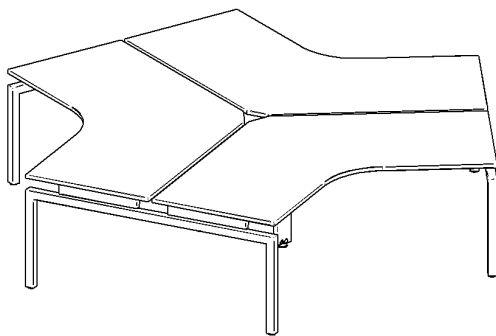




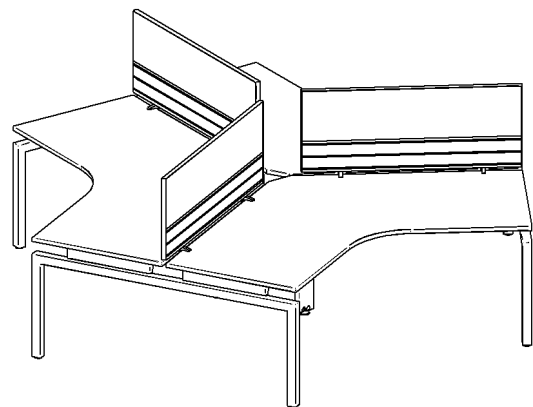
STEP 1: Attach 120degree bracket to the 120degree back corner leg as per above, using Bolts supplied with the bracket.



STEP 2: Attached Extendable beams to the 120degree back corner leg and Balance end legs as per above, open side of the beam to face the centre of the pod. Use nylon hammer to hit beam down into place. Using the bolt supplied with the beam, install 2 bolts front and back of each beam as per above.



STEP 3: Place desk tops on to the leg frame as per above. Extend beams out so end leg align with the edge of the desk top.



STEP 4: Install screens as per above. Attached end legs frames and extendable beams to the desk top using the wood screws. (Desk tops will be pre-drilled for the legs.)

