

OTG PANELS INSTALLATION MANUAL



connecting panels

OTG panels can be connected to create workstation surrounds. For every two panels connecting, order one panel connecting hinge kit. Each connecting hinge kit includes universal hinges, spacers, screws and hinge pins. Not all pieces included in the connecting kit necessarily get used with every panel connection. For example, connecting two stand-alone panels at a 90° configuration will only require two hinge/spacer sets installed at the top and bottom of each panel. The remaining pieces included in the connecting kit should be stored on site for future reconfigurations.

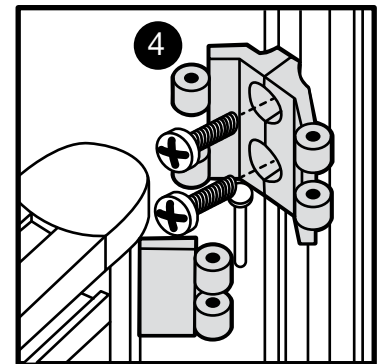
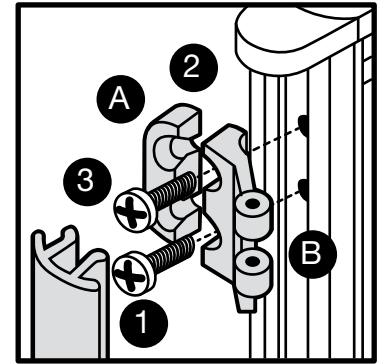
The location of connecting hinge/spacer and hinge/hinge sets on the panels is predetermined by the location of double holes predrilled in the panel verticals. The holes are always located at the top and bottom of the panels.

to connect two panels at a flexible angle:

STEP 1: Remove vertical edge trim.

STEP 2: Position spacer A and hinge B over predrilled holes at desired height and secure with two supplied screws. **DO NOT OVER TIGHTEN.**

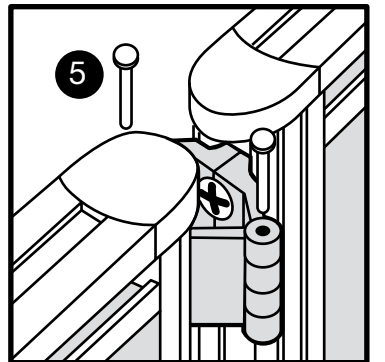
STEP 3: Snap the vertical edge trims back in place and set the panels to desired angle. Insert top and bottom pins.



to connect two straight panels (180°):

STEP 4: Remove vertical edge trims, position two hinges over predrilled holes at desired height and secure with two supplied screws on both panels. **DO NOT OVER TIGHTEN.** Snap vertical edge trims back in place.

STEP 5: Level the first panel, position the second panel so that all hinges overlap and insert four pins (two at the top; two at the bottom).



to connect three panels in a 90° 3-way configuration:

STEP 6: Remove panel vertical edge trims and install two hinge/spacer sets (top and bottom) on both wing panels.

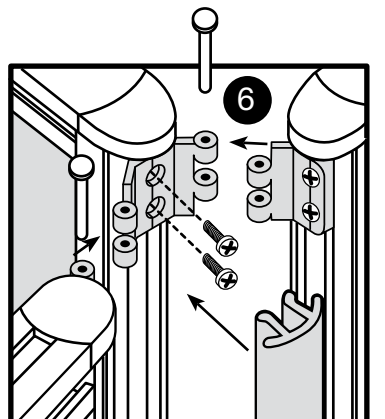
Install two hinge/hinge sets (top and bottom) on the panel that is going to be installed between the wing panels.

Replace vertical edge trims, level the first panel, position wing panels so that all hinges overlap and insert four pins (two at the top; two at the bottom) as you go along.

to connect three panels in a 120° 3-way configuration or four panels in a 90° 4-way configuration:

STEP 7: Remove panel vertical edge trims and install two hinge/hinge sets (top and bottom) on all panels.

Replace vertical edge trims, level the first panel, position remaining panels so that all hinges overlap and insert four pins (two at the top; two at the bottom) as you go along. Level the panels.



off-module panel connector

To connect two panels in an off-module, "T" configuration remove panel vertical edge trim and remove all connectors and spacers.

STEP 1: Secure top off-module bracket to panel vertical with supplied screws.

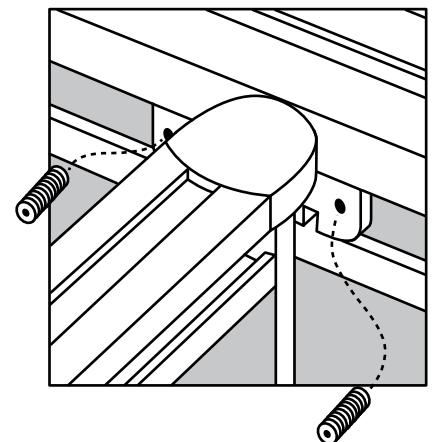
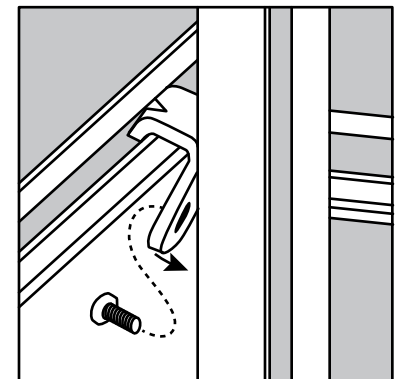
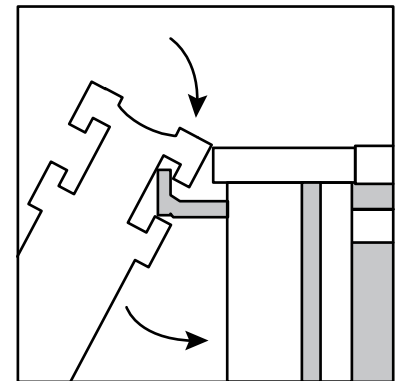
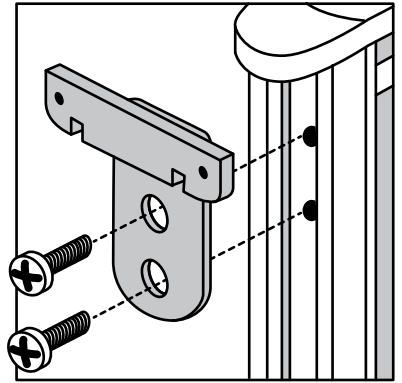
STEP 2: Ensure levelers on the second panel are all the way in and hold the panel in a tilted position. Slide it carefully over the top bracket as illustrated, while making sure that the bracket is seated inside of the top horizontal rail.

STEP 3: Bring the panel carefully into a vertical position and adjust in its final location.

STEP 4: Engage bottom off-module bracket in bottom horizontal panel rail.

STEP 5: Secure with supplied screws to panel vertical and level the panels.

STEP 6: Install two set screws in the top bracket to prevent the top bracket from sliding sideways and tighten carefully with supplied Allen key.



wall adapter

Remove panel vertical edge trim on the side facing the wall.

STEP 1: Secure temporarily top bracket to the top of the panel vertical member with supplied screw.

STEP 2: Remove leveler and add supplied nut. Lock the bottom bracket between the nut and the bottom of panels vertical member.

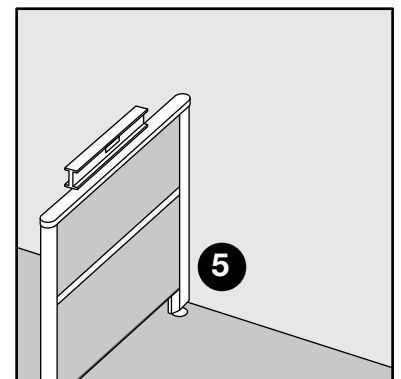
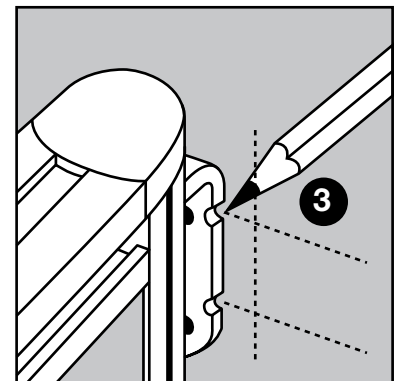
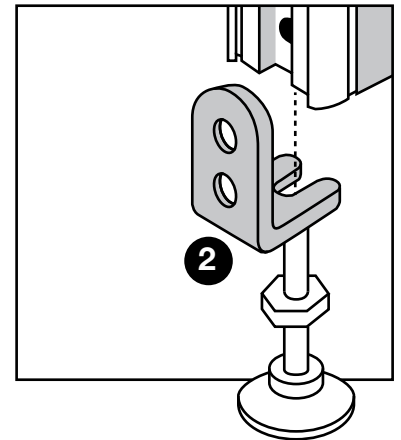
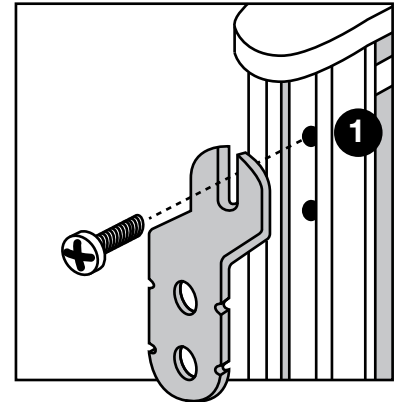
STEP 3: Position leveled panel against the wall and mark the wall (top and bottom brackets have notches on both sides to indicate anchor location). Use level to mark vertical line on the wall where the panel center will be and install wall anchors (not supplied by Global). The choice of wall anchors depends on the construction and material of the wall (e.g. wood, steel and drywall).

Holding top bracket, loosen screw just enough to be able to slide the bracket down. Drive the leveler with the nut by 25 mm and slide the bottom bracket out.

Secure both brackets to the wall anchors.

STEP 4: Position panel with the screw over the top bracket while making sure that the leveler is located within the bottom bracket. Adjust leveler while making sure that the top bracket is seated behind the top screw head.

STEP 5: When the top screw is firmly seated in the top bracket level the panel (using leveler on the opposite side) and tighten the nut on the leveler to secure the bottom bracket.



OTG freestanding panel mobile kit or flat foot kit

STEP 1: Remove levelers from the bottom of the panel vertical extrusion.

STEP 2: Align the bracket so the legs with the feet run perpendicular to the length of the panel.

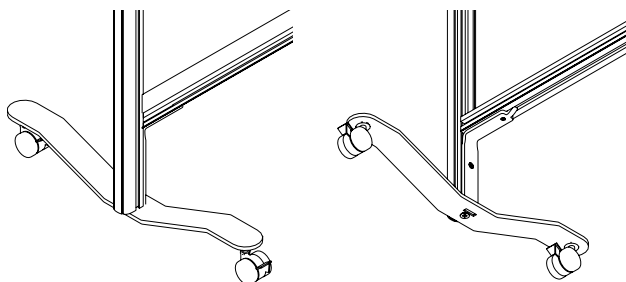
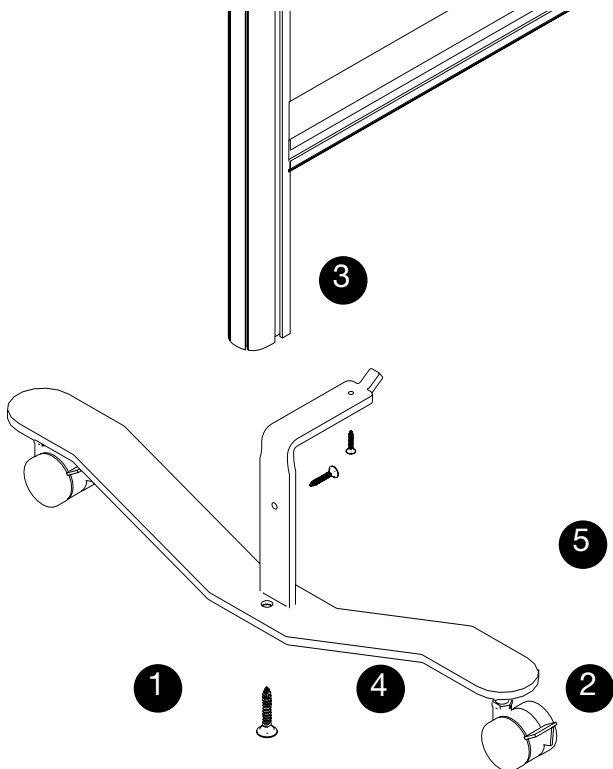
STEP 3: Slide the bracket up until it fits into the horizontal bottom rail.

STEP 4: Remove the PVC cover and screw the bracket to the panel vertical through the second bottom hole.

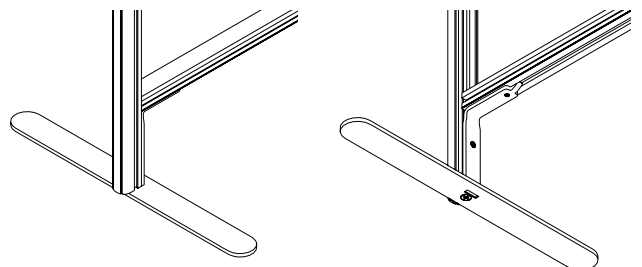
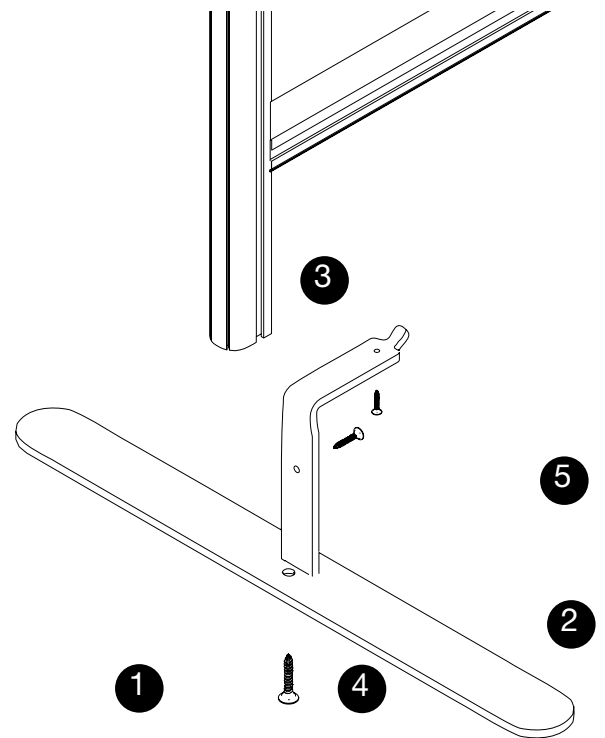
STEP 5: Secure foot to bottom of bracket with screw provided.

Note: Foot is flat to the floor (no leveling capability).

foot w/casters



flat foot



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