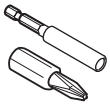
Airtouch® Assembly

Installation Instructions 939500111 Rev M

Tools required:



#2 and #3 Phillips Screwdriver

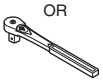
Power Drill

5/32" HEX DRIVE

#2 SQUARE

1/2" Drive Socket Adapter

OR



1/2" Drive Ratchet

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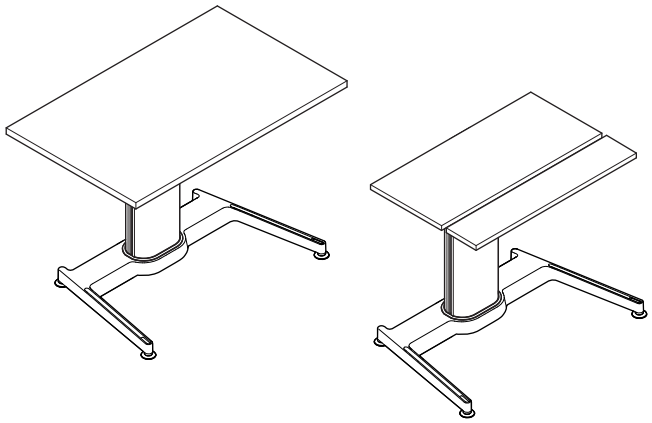
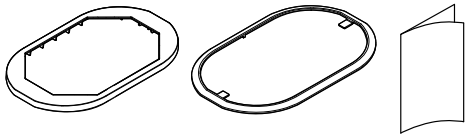
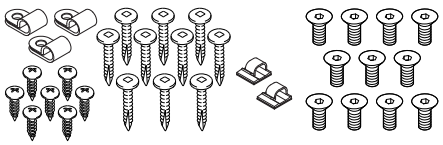


Hardware Bag



Hardware Bag



Power Adjustment Tool packed with an Airtouch unit

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Adjusting Airtouch Power

1a Install users computer and other worktools.

IMPORTANT: If the users equipment is not available, adjust the power to the mid point.

1b Determine if more or less power is required:

- Release the brake handle and adjust worksurface to its maximum height (fully extended).
- If the worksurface feels heavy (difficult to raise), more mechanism power is required.
- If the worksurface moves upward and is difficult to lower, less mechanism power is required.

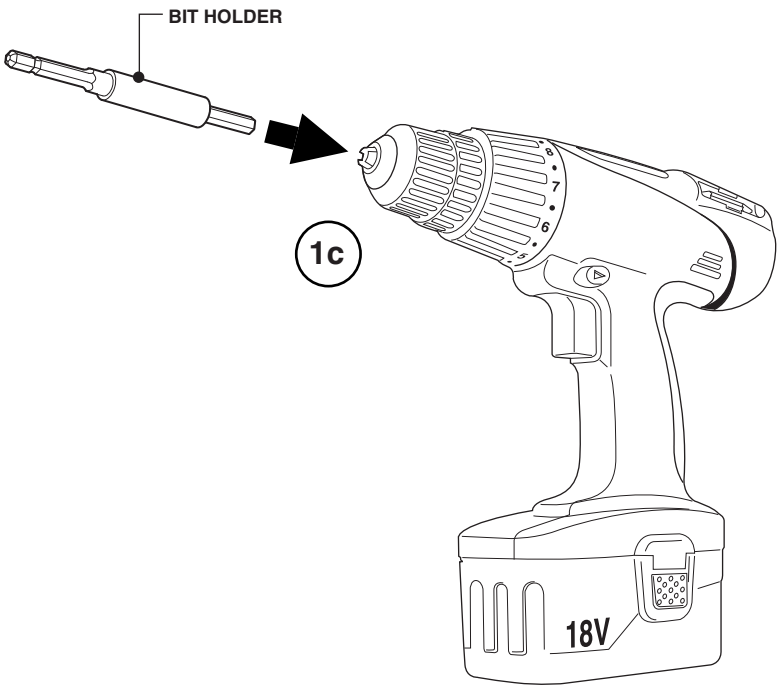
1c Adjust the mechanism's power as required.

For large (coarse) adjustments, a cordless drill should be used by reversing a screwdriver bit holder and using the 1/4" hex drive to adjust the mechanism.
For small (fine) adjustments, use the provided power adjustment tool as shown on page 15.

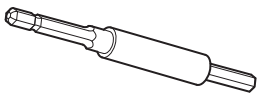
1d Turn the adjustment in the proper direction (clockwise for more output force and counterclockwise for less output force) between 10 to 20 turns and recheck the balance of the worksurface (step 1b), repeat as necessary.

1e After properly adjusting the power setting, reinstall the power adjustment tool into the holding clips, located beneath the worksurface mounting plate.

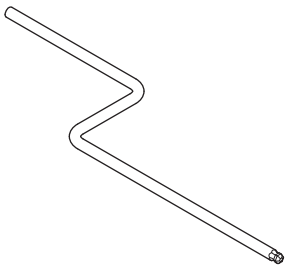
NOTE: The power adjustment system incorporates a clutch that will provide a 'clicking' noise when the mechanism has been adjusted to its minimum or maximum setting.



Coarse Adjustment



Fine Adjustment



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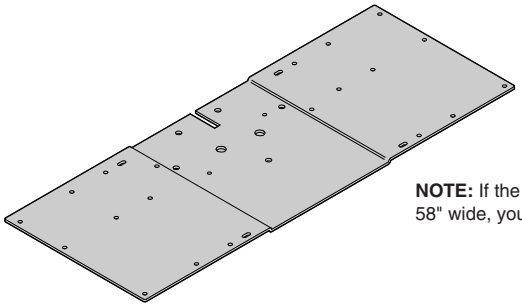
Airtouch Assembly

⚠ CAUTION

Fully extend the unit before removing the phillips drive fasteners that attach the base and worksurface to the mechanism. Failure to do so could activate the mechanism and result in personal injury.

⚠ CAUTION

Fully extend the unit before assembling. Failure to do so could activate the mechanism and result in personal injury.

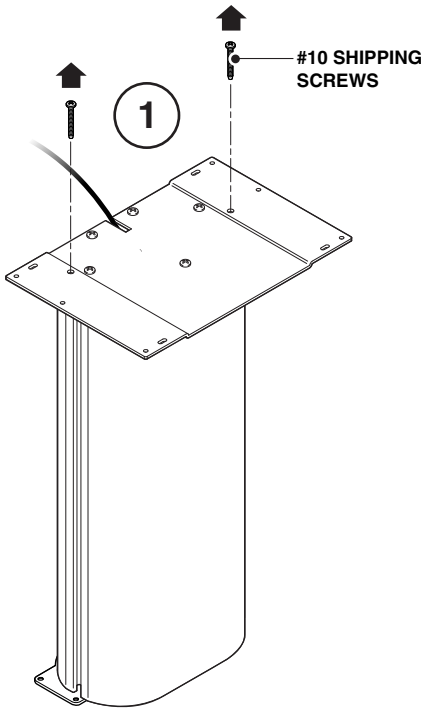


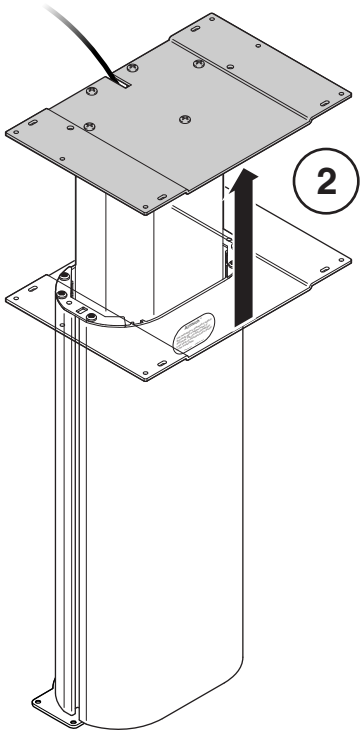
NOTE: If the worksurface is larger than 58" wide, your top plate may look like this.

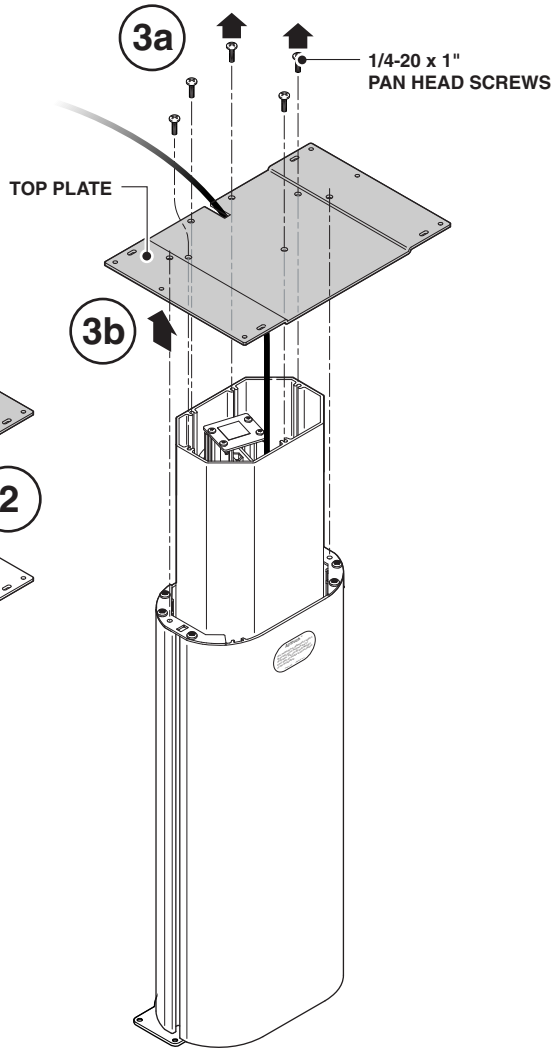
1. Remove the two (2) #10 shipping screws and discard.
2. Squeeze the release handle to allow the unit to extend.

   NOTE: Unit will extend quickly, at a controlled rate of speed.
3. Use a #3 phillips drive bit to remove five (5) 1/4-20 x 1" pan head screws (3a). Remove top plate (3b).

   NOTE: Do not discard screws and top plate.







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4 Install glides, 4 places. Screw glides all the way in.

CAUTION: Be careful not to cross-thread glides upon installation.

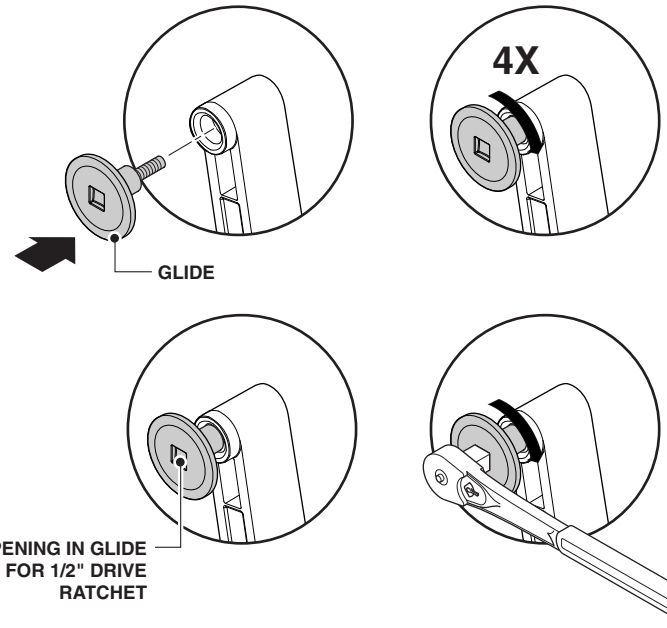
5 With the column standing upright, place the base over the column and through the opening in the base.

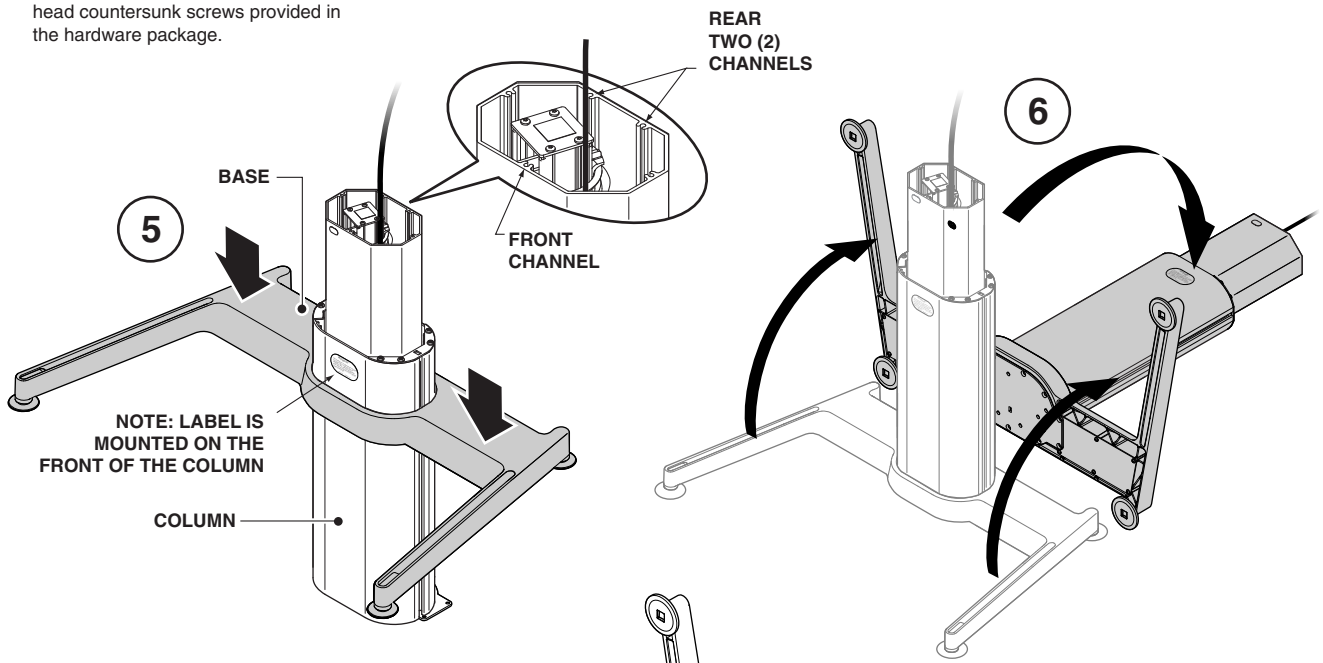
Carefully move it to the bottom of the column.

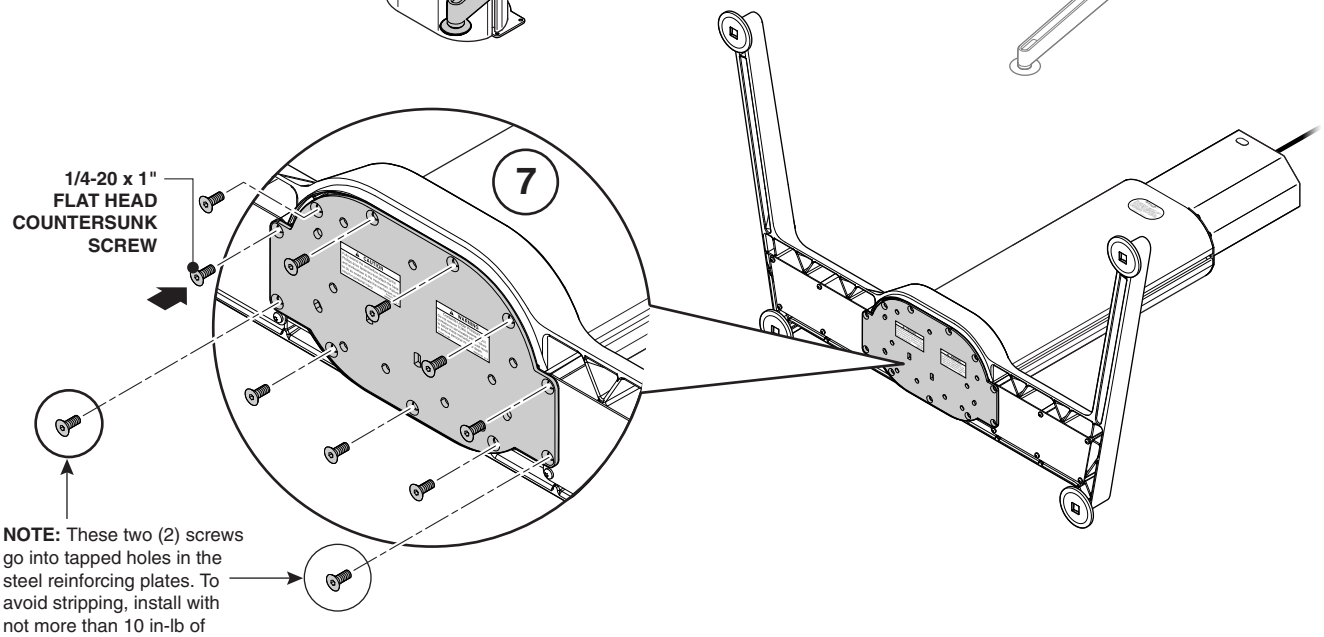
NOTE: The two (2) channels are located at the rear of the unit and the single channel is located at the front of the unit.

6 Lay unit down on a clean surface as shown.

7 Attach the column to the bottom of the base using eleven (11) 1/4-20 x 1" flat head countersunk screws provided in the hardware package.







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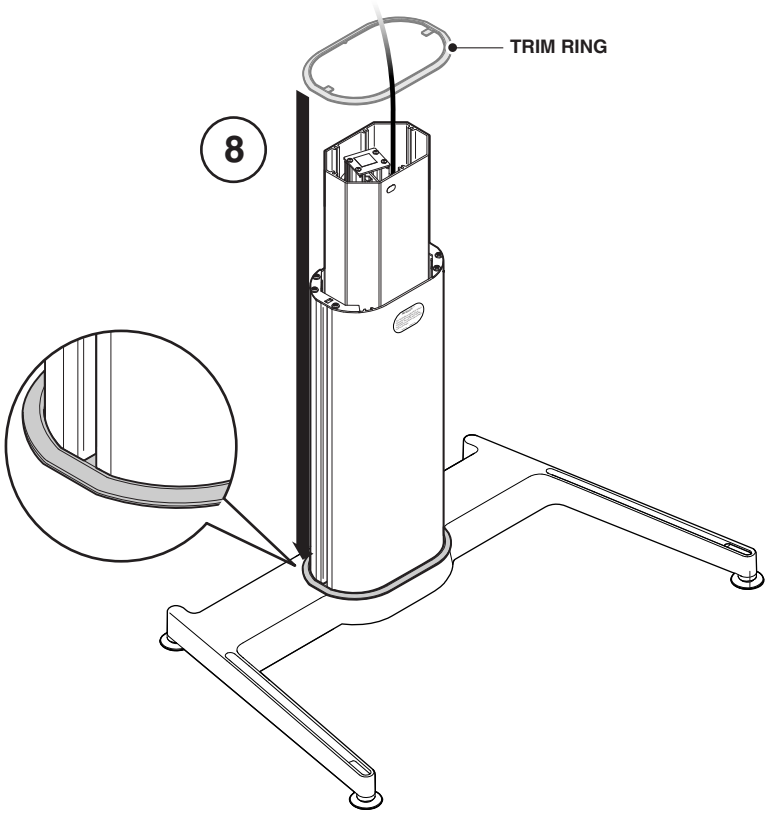
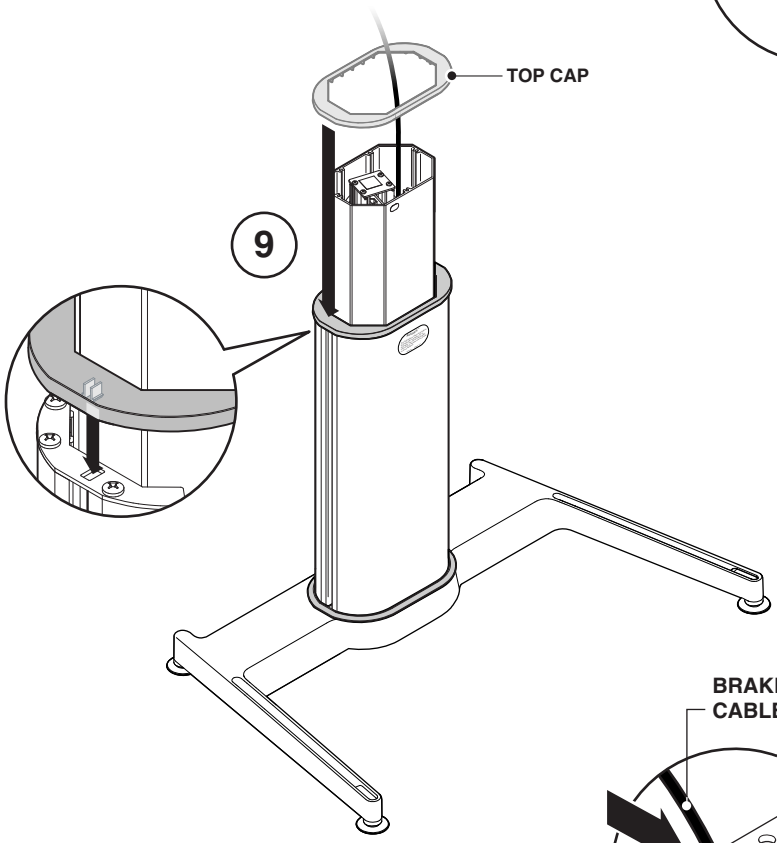
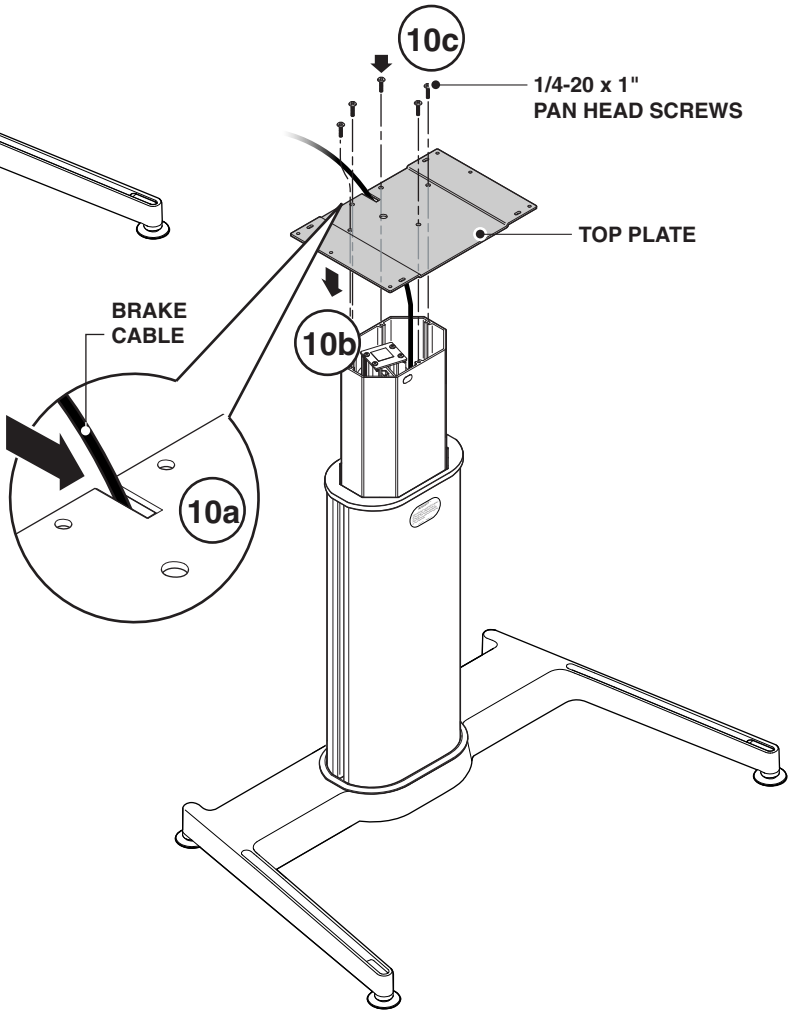
8. Install trim ring.
9. Install top cap by sliding down column and snapping into place.
10. Begin re-installing the top plate by sliding the brake cable into the slot on the top plate (10a) then lowering the top plate onto the top of the column (10b) and attach the top plate using five (5) 1/4-20 x 1" pan head screws (10c).







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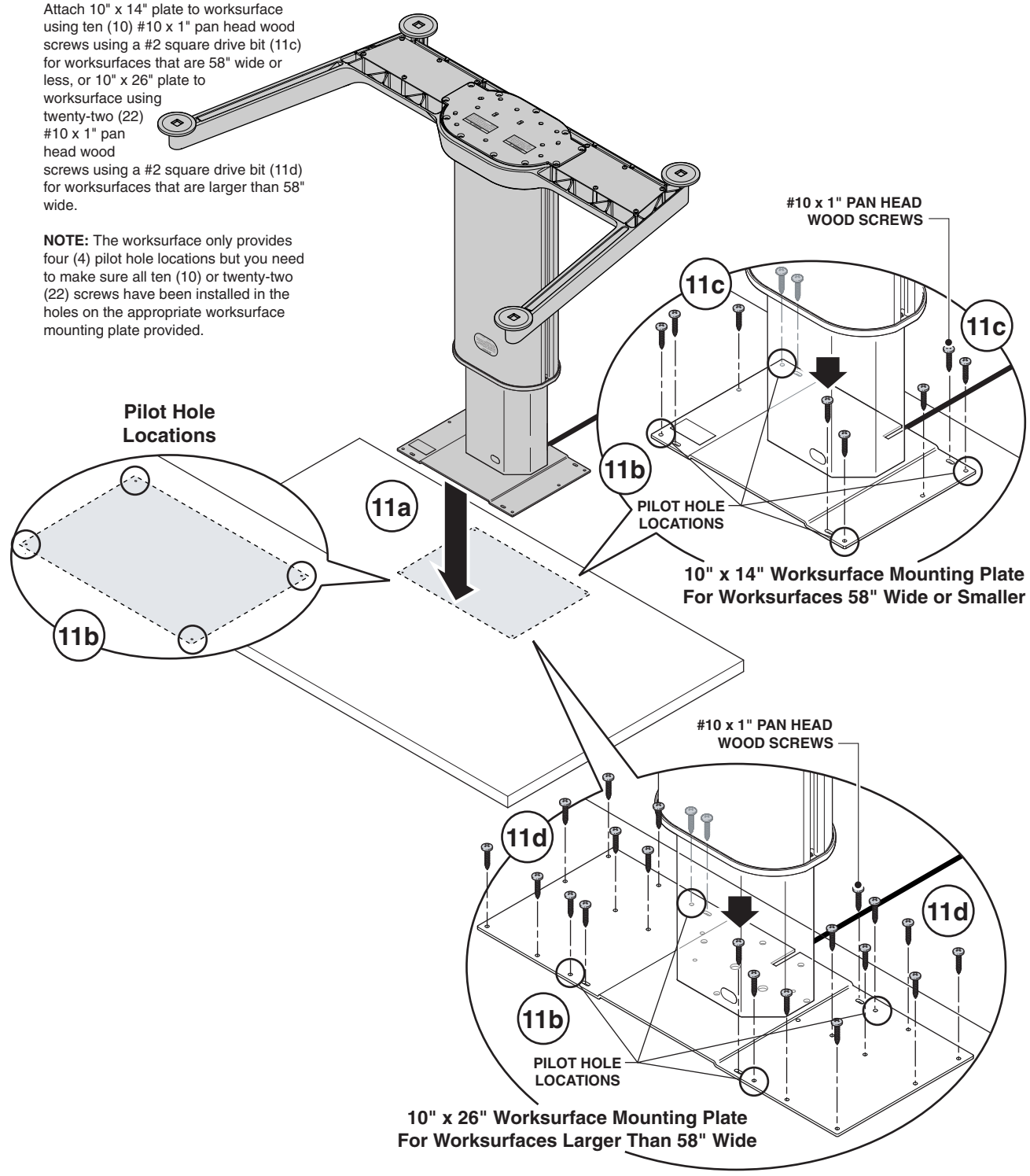
11 **NOTE:** Be sure to sweep floor and place blanket onto floor to protect surface of worksurface.

Using two (2) people, lower column and base assembly onto the underside of the worksurface (11a), making sure to align holes in plate with the pilot holes on the worksurface (11b).

Attach 10" x 14" plate to worksurface using ten (10) #10 x 1" pan head wood screws using a #2 square drive bit (11c) for worksurfaces that are 58" wide or less, or 10" x 26" plate to worksurface using twenty-two (22) #10 x 1" pan head wood screws using a #2 square drive bit (11d) for worksurfaces that are larger than 58" wide.

NOTE: The worksurface only provides four (4) pilot hole locations but you need to make sure all ten (10) or twenty-two (22) screws have been installed in the holes on the appropriate worksurface mounting plate provided.



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NOTE: Skip to page 8 if assembling a bi-level table with separate keyboard surface.

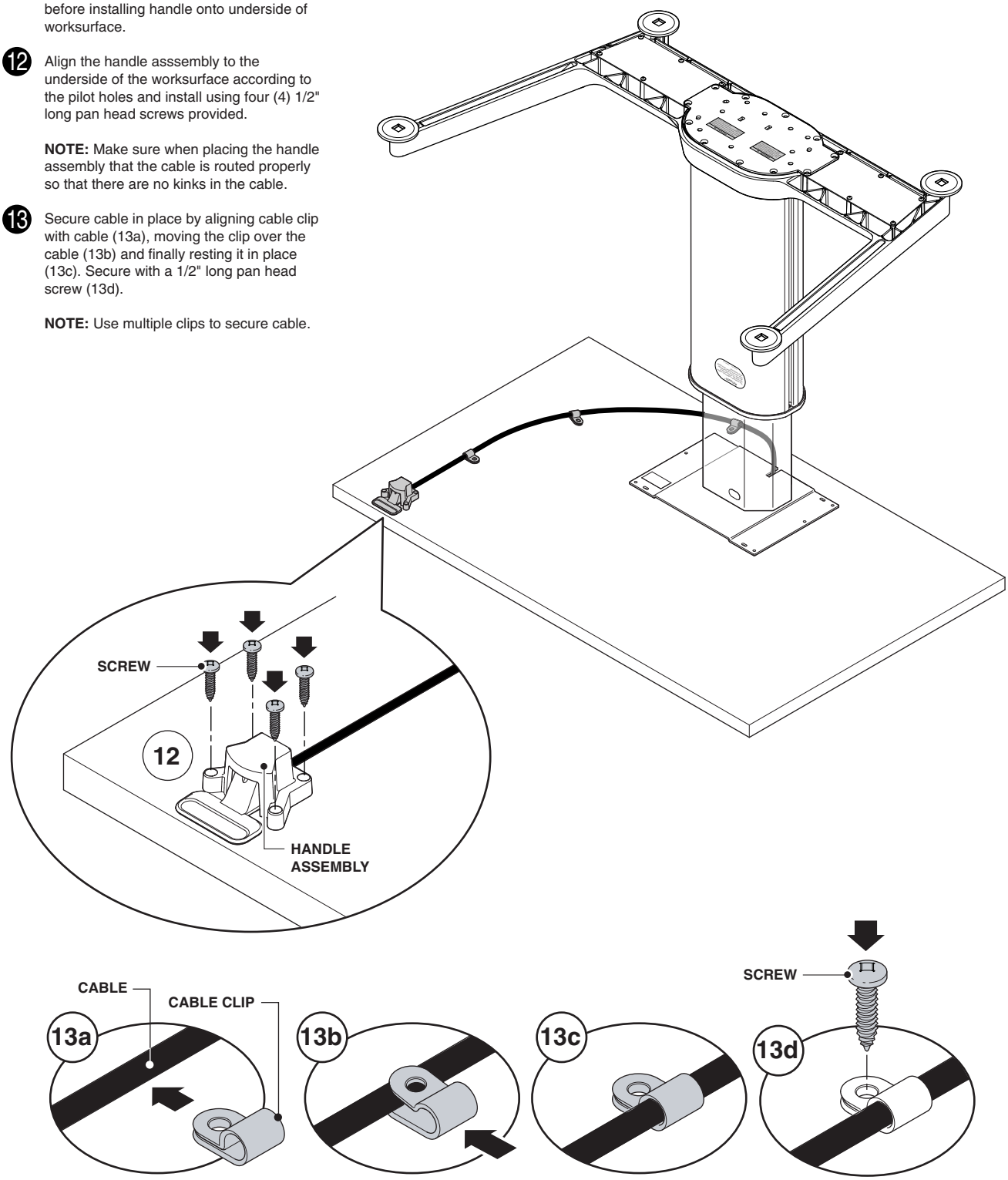
NOTE: Remove rubber band from handle before installing handle onto underside of worksurface.

12 Align the handle asssembly to the underside of the worksurface according to the pilot holes and install using four (4) 1/2" long pan head screws provided.

NOTE: Make sure when placing the handle assembly that the cable is routed properly so that there are no kinks in the cable.

13 Secure cable in place by aligning cable clip with cable (13a), moving the clip over the cable (13b) and finally resting it in place (13c). Secure with a 1/2" long pan head screw (13d).

NOTE: Use multiple clips to secure cable.



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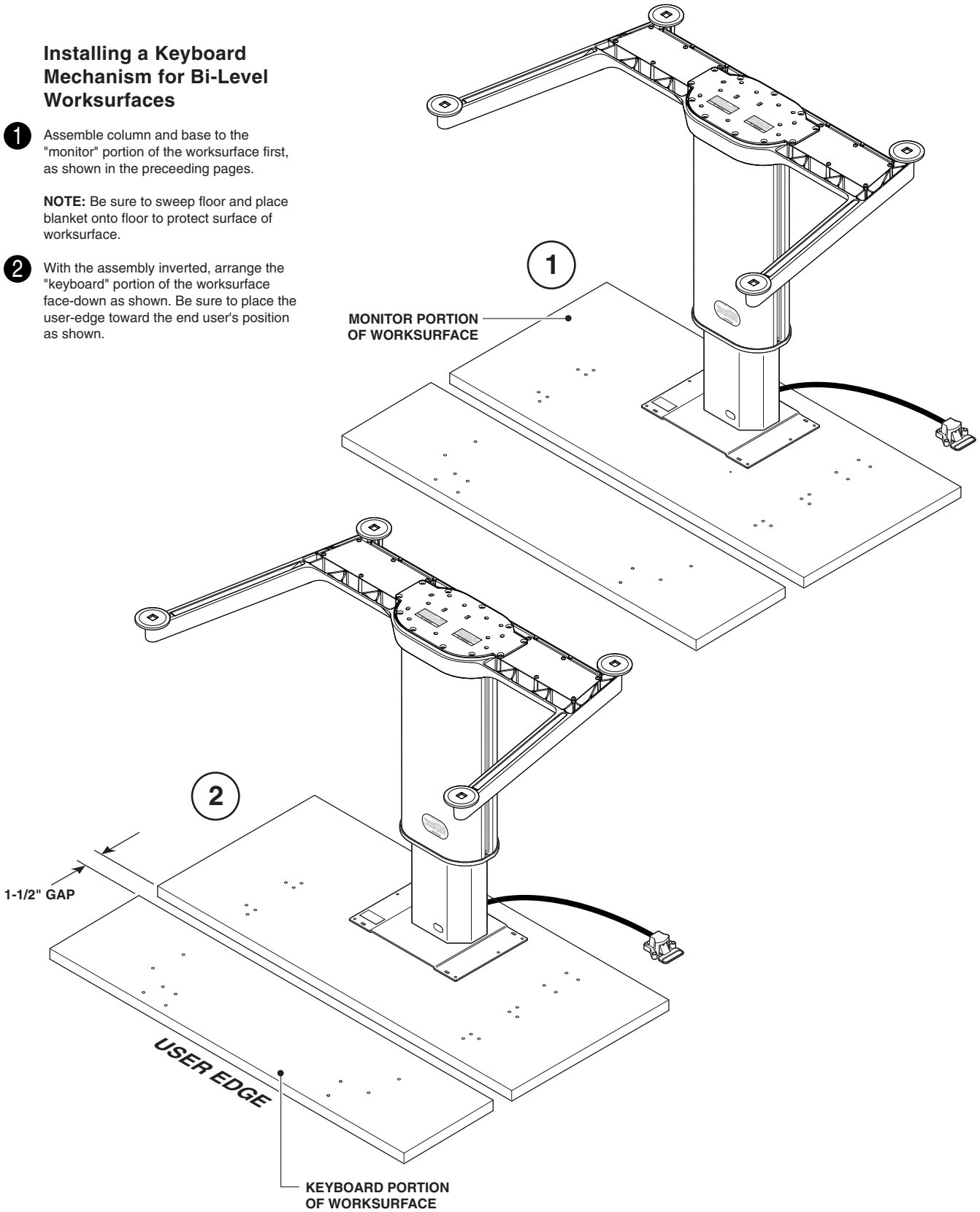
Installing a Keyboard Mechanism for Bi-Level Worksurfaces

1. Assemble column and base to the "monitor" portion of the worksurface first, as shown in the preceeding pages.

   NOTE: Be sure to sweep floor and place blanket onto floor to protect surface of worksurface.

2. With the assembly inverted, arrange the "keyboard" portion of the worksurface face-down as shown. Be sure to place the user-edge toward the end user's position as shown.



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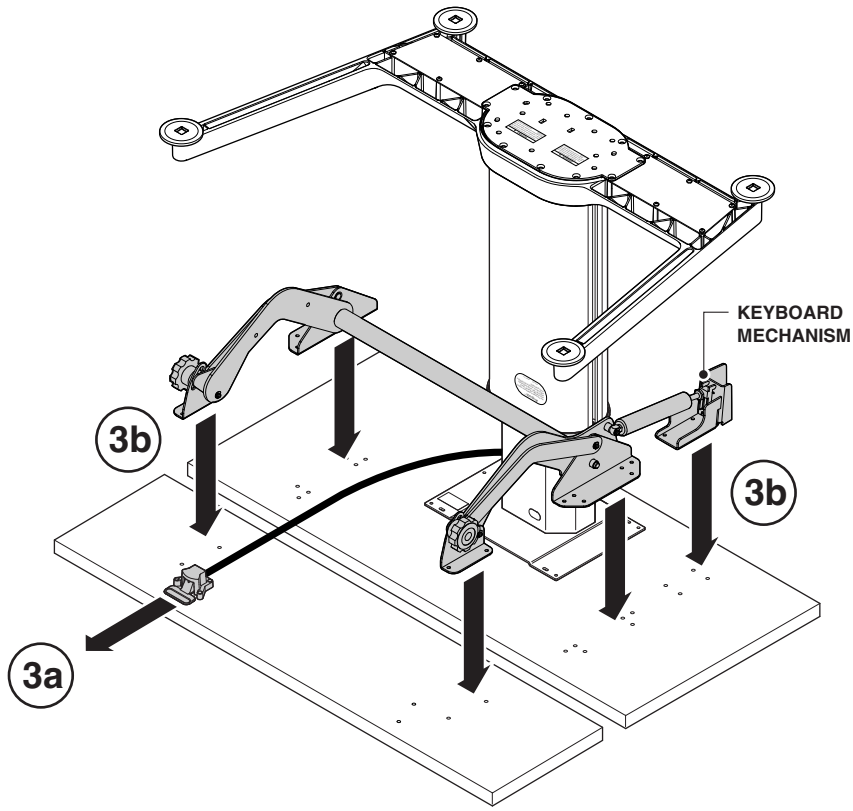
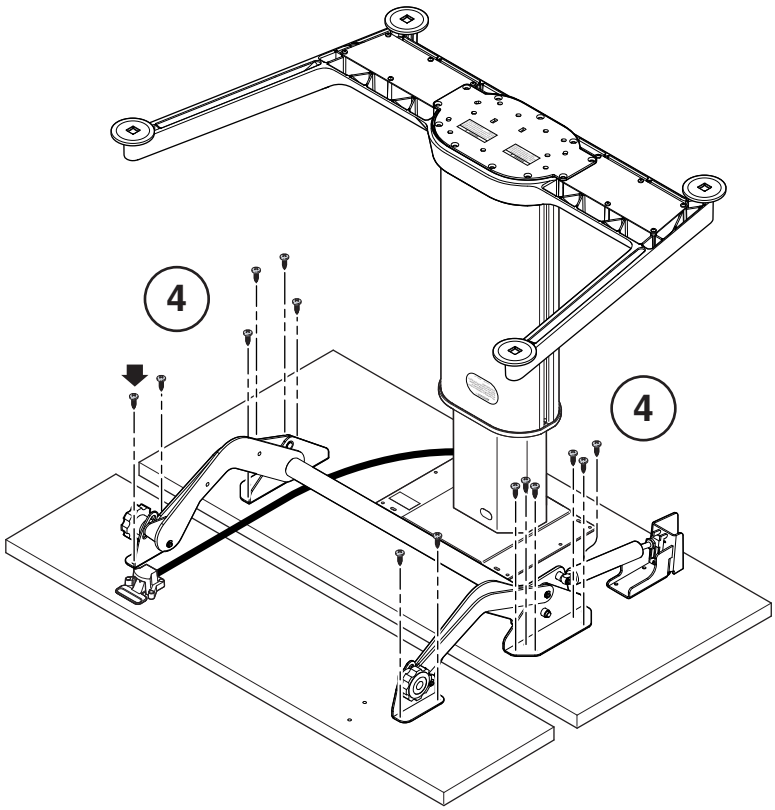
3 Place handle and cable on underside of worksurface as shown, on what will be the user's right-hand side (3a).

Lower keyboard mechanism onto underside of worksurface over the handle and cable as shown (3b). Align with pilot holes on both portions of worksurface.

4 Insert screws into all available holes of mechanism (16 screws total).

NOTE: Do not assemble bracket for pneumatic piston yet.





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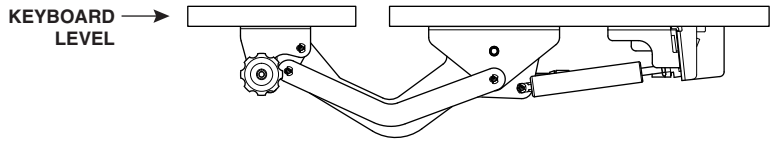
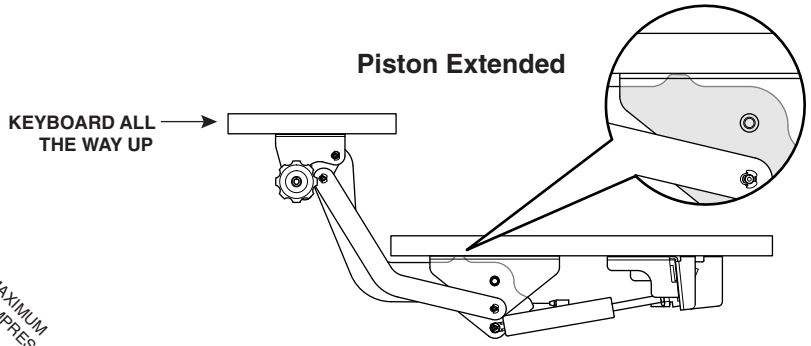
NOTE: The pneumatic piston is pre-set at the factory for level installation (monitor and keyboard portion of worksurface in same horizontal plane). From this position, the piston must extend and compress, to allow the full range of motion of the mechanism.

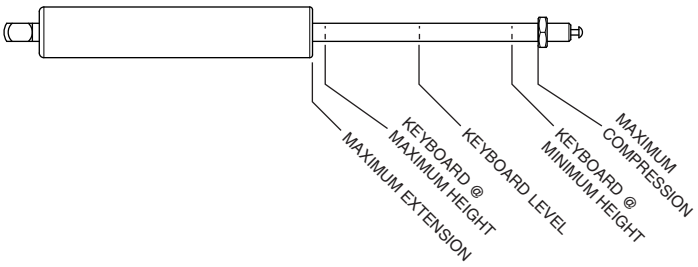
Piston at Mid-Range



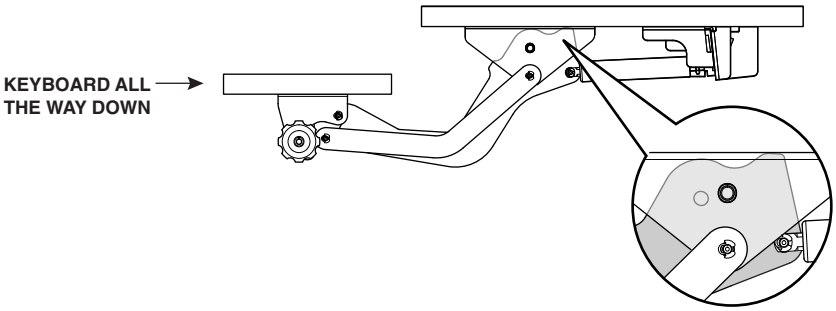
Piston Extended



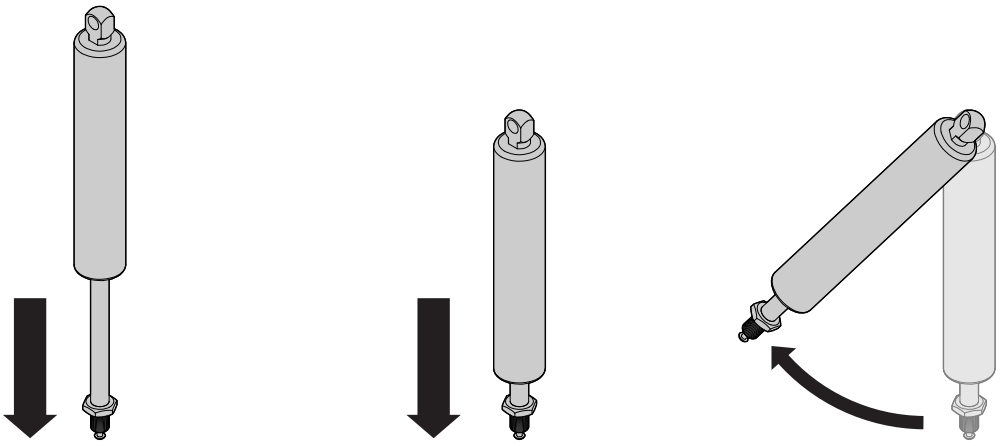
Side View of Piston



Piston Compressed



CAUTION: Do not depress button on the end of the pneumatic piston. If piston becomes fully extended, compress it prior to assembly by pushing down against hard floor, and very quickly rotating up, so that button pops back out before the piston has a chance to extend.



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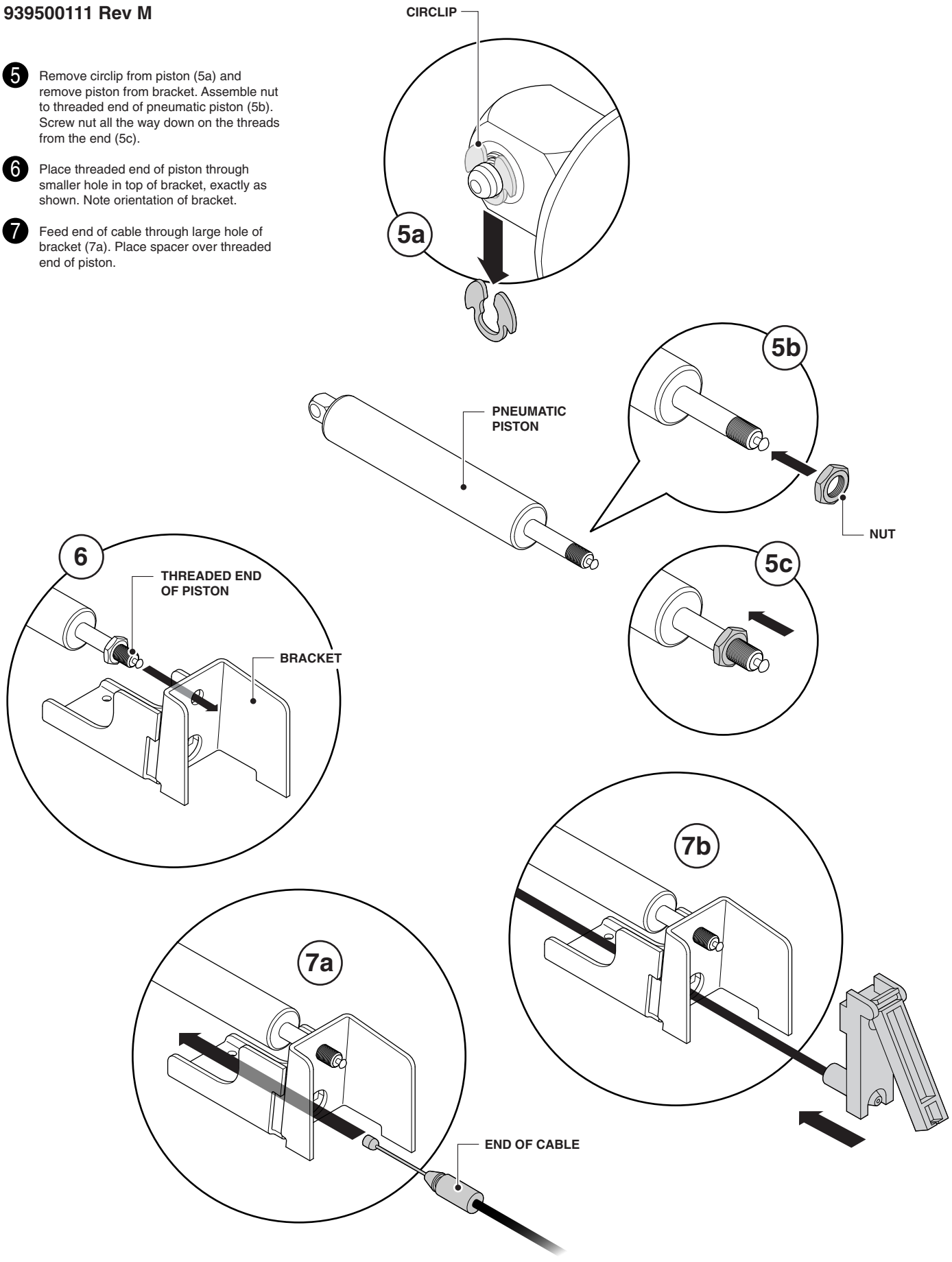
5. Remove circlip from piston (5a) and remove piston from bracket. Assemble nut to threaded end of pneumatic piston (5b). Screw nut all the way down on the threads from the end (5c).

6. Place threaded end of piston through smaller hole in top of bracket, exactly as shown. Note orientation of bracket.

7. Feed end of cable through large hole of bracket (7a). Place spacer over threaded end of piston.



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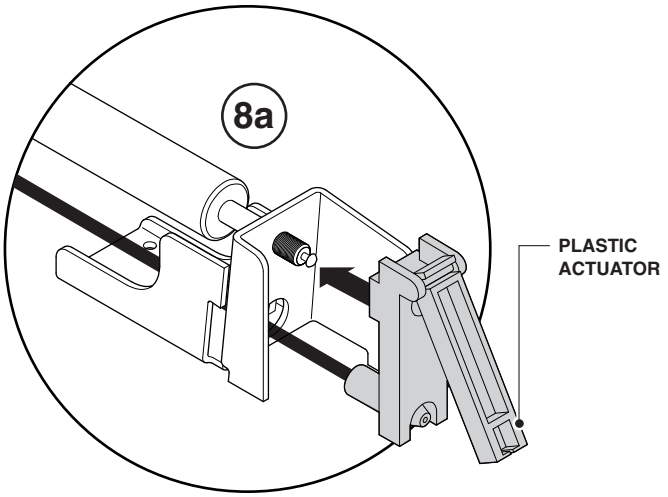
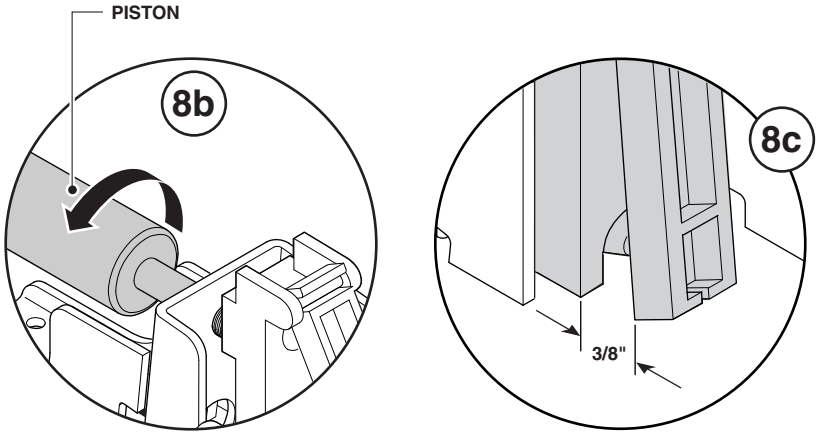
8 Align threaded hole in plastic actuator with threads on piston (8a), and screw piston into place (8b).

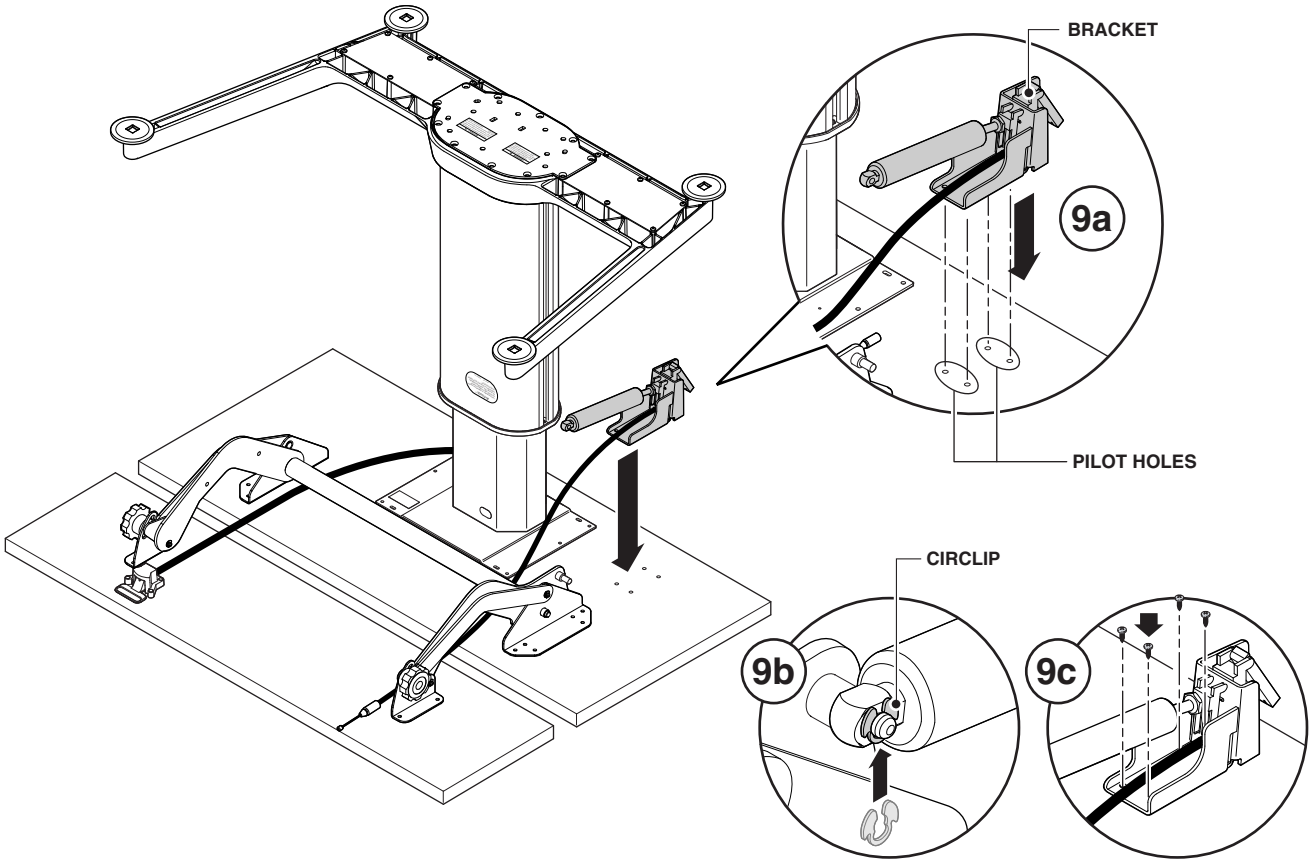
NOTE: There should be about 3/8" of throw in the lever when asssembled correctly (8c).

CAUTION: Be careful not to actuate the button on the end of the piston until assembly is complete. Refer to page 10.

9 Place bracket on worksurface, and align with pilot holes (9a). The pilot holes place the bracket in the optimum location for correct mechanism function. Re-attach piston to linkage arm with circlip (9b). Secure using four (4) screws (9c).







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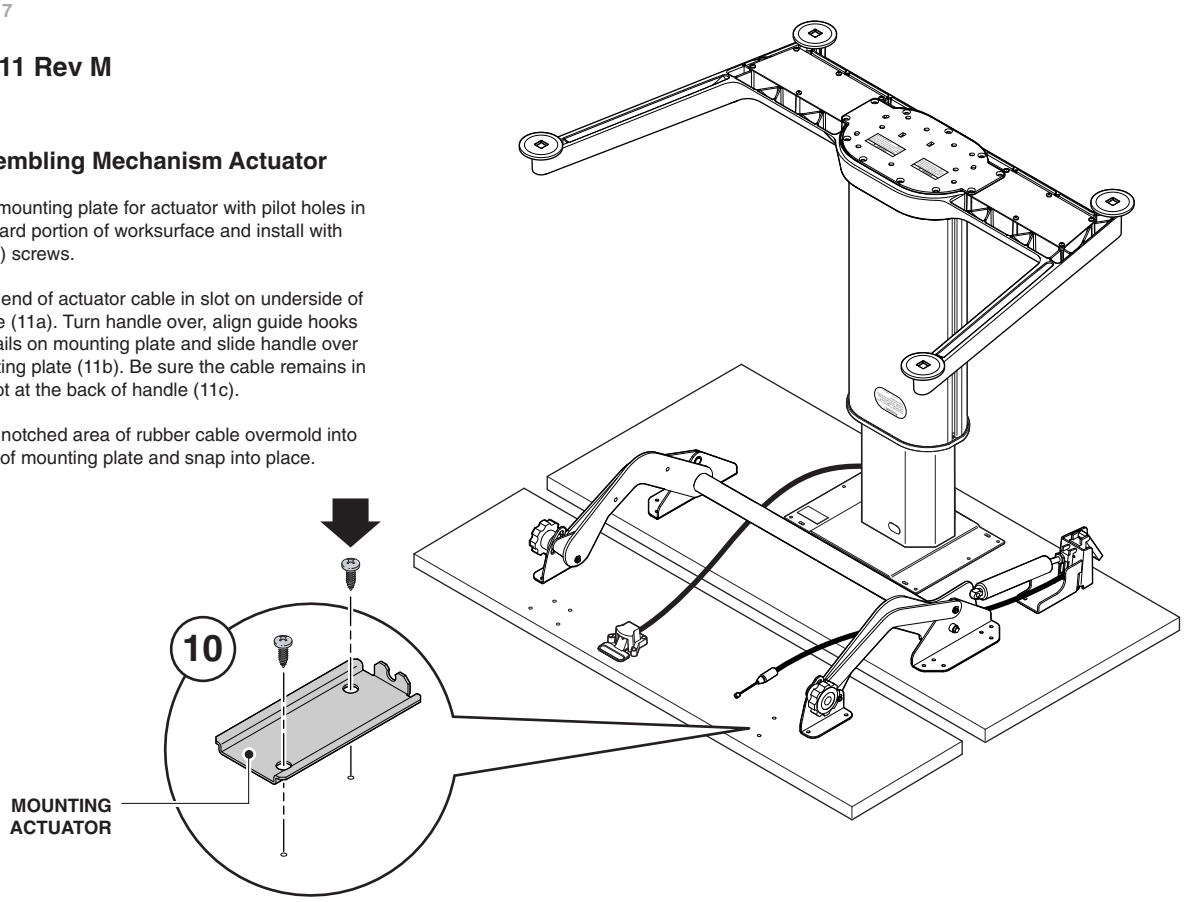
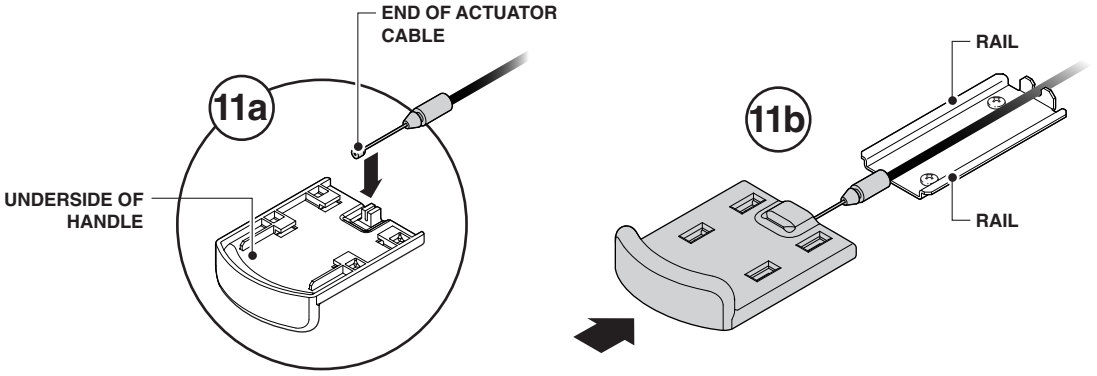
Assembling Mechanism Actuator

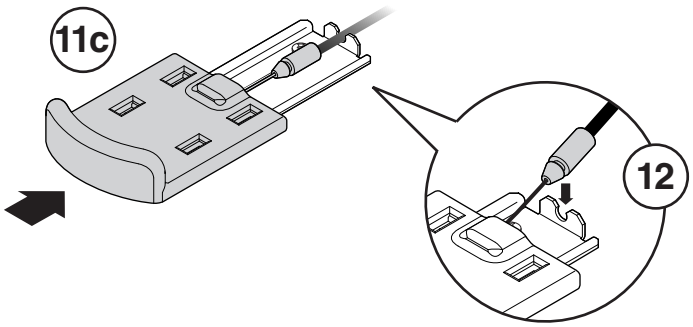
10. Align mounting plate for actuator with pilot holes in keyboard portion of worksurface and install with two (2) screws.

11. Place end of actuator cable in slot on underside of handle (11a). Turn handle over, align guide hooks with rails on mounting plate and slide handle over mounting plate (11b). Be sure the cable remains in the slot at the back of handle (11c).

12. Place notched area of rubber cable overmold into notch of mounting plate and snap into place.







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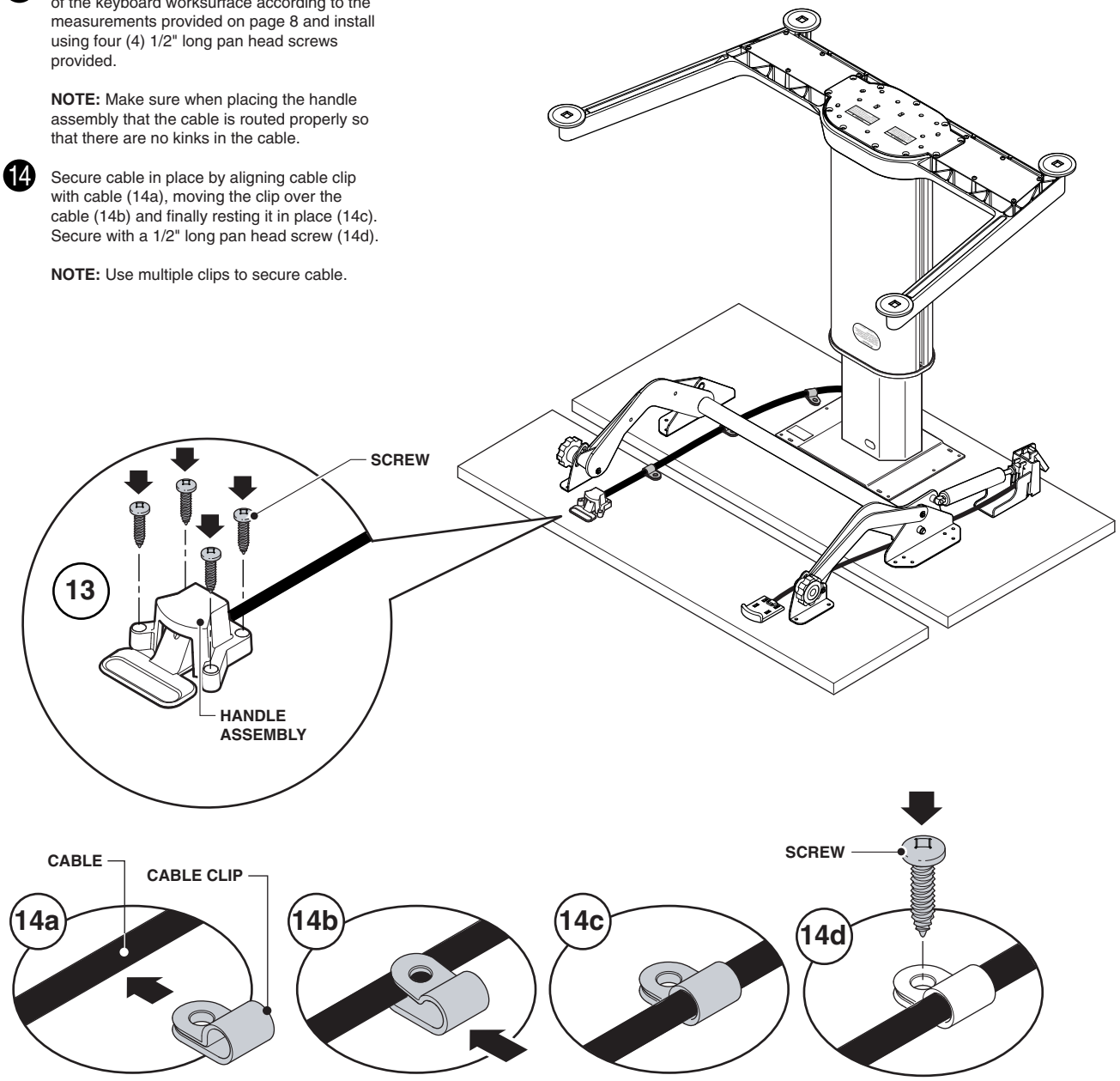
13 Align the handle asssembly to the underside of the keyboard worksurface according to the measurements provided on page 8 and install using four (4) 1/2" long pan head screws provided.

NOTE: Make sure when placing the handle assembly that the cable is routed properly so that there are no kinks in the cable.

14 Secure cable in place by aligning cable clip with cable (14a), moving the clip over the cable (14b) and finally resting it in place (14c). Secure with a 1/2" long pan head screw (14d).

NOTE: Use multiple clips to secure cable.



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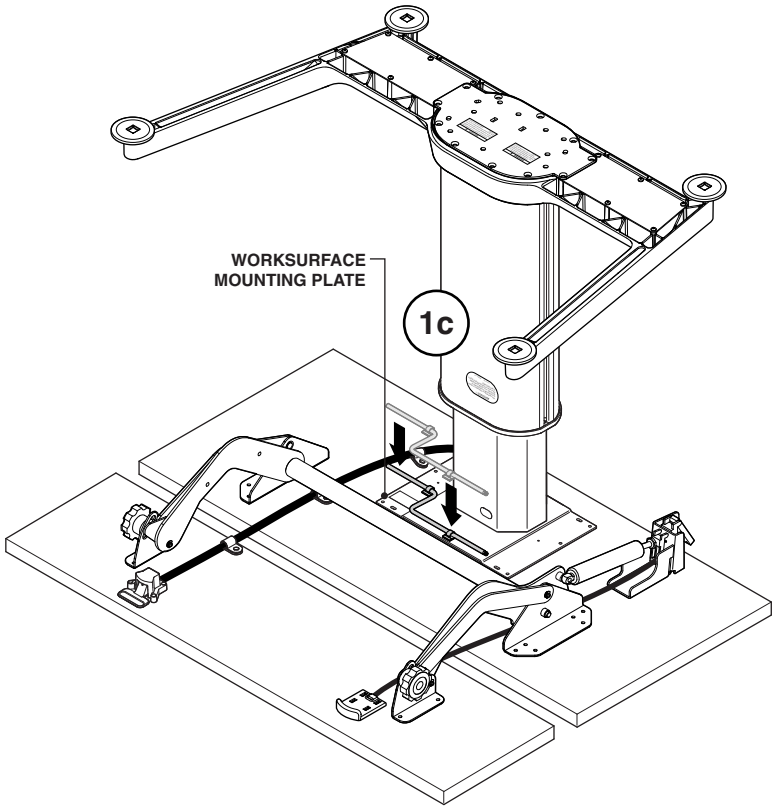
Final Assembly

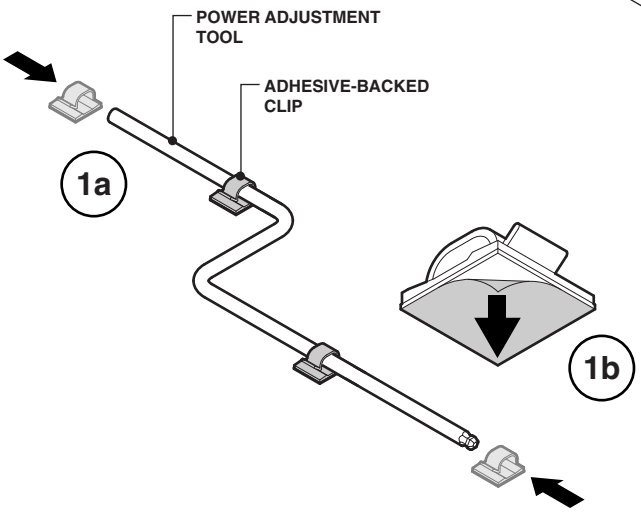
1. Slide the adhesive-backed clips onto each end of the power adjustment tool (1a). Remove paper from the adhesive on the clips (1b) and install near front of worksurface mounting plate to avoid crashing into the trim ring on the column when the table is at its lowest position (1c).

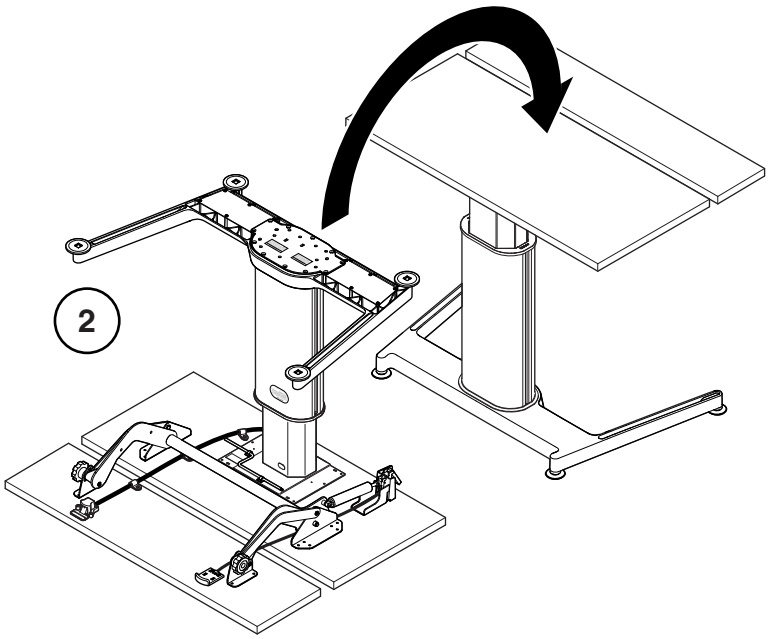
   NOTE: Make sure the adhesive-backed clips are installed on the worksurface mounting plate (not the bottom of the worksurface) for a stronger adhesion.

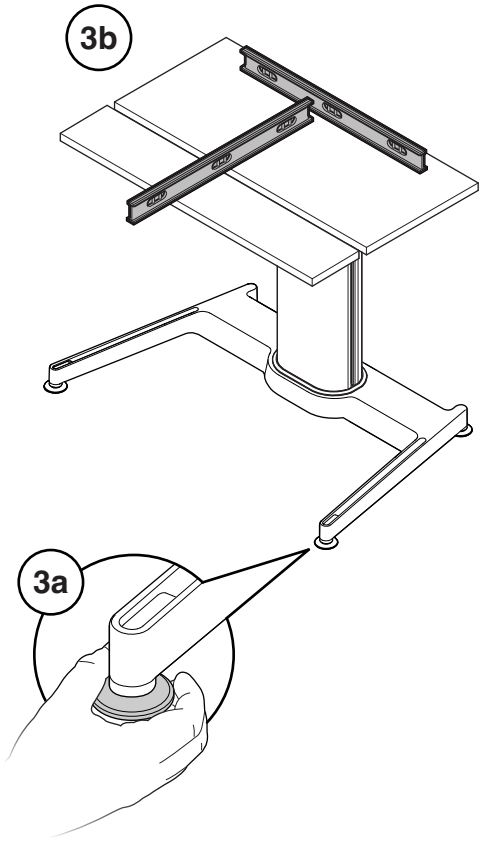
2. Flip unit over.

3. Adjust glides (3a) until unit is level (3b).









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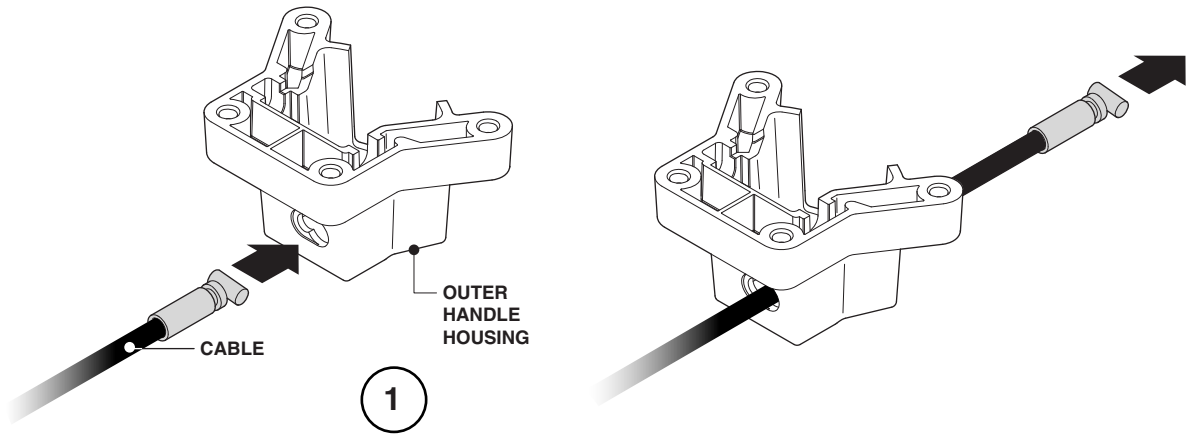
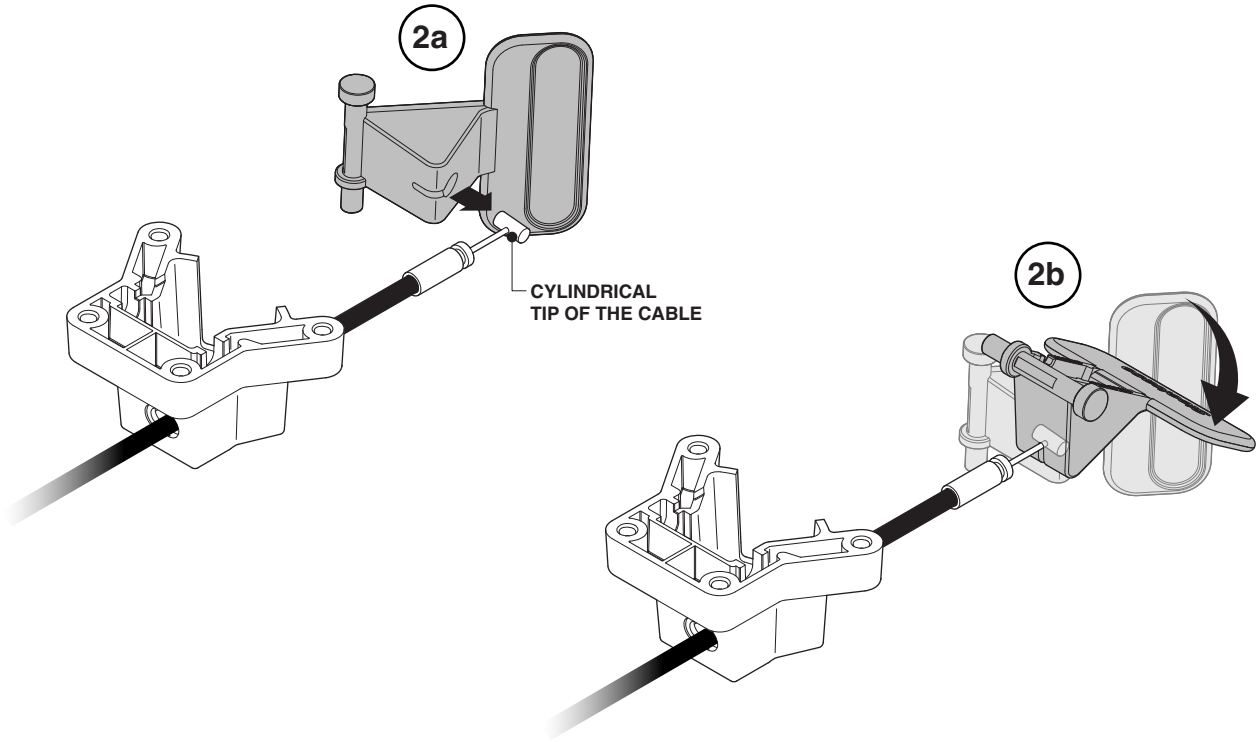
Installing and Removing Handle from Cable

1. Slide the cable between the tubing on the keyboard mechanism and the bottom side of the monitor top. Insert the cable through the hole in the outer handle housing.
2. Slide the cylindrical tip of the cable through the hole in the handle (2a) and twist the handle into the correct position (2b).





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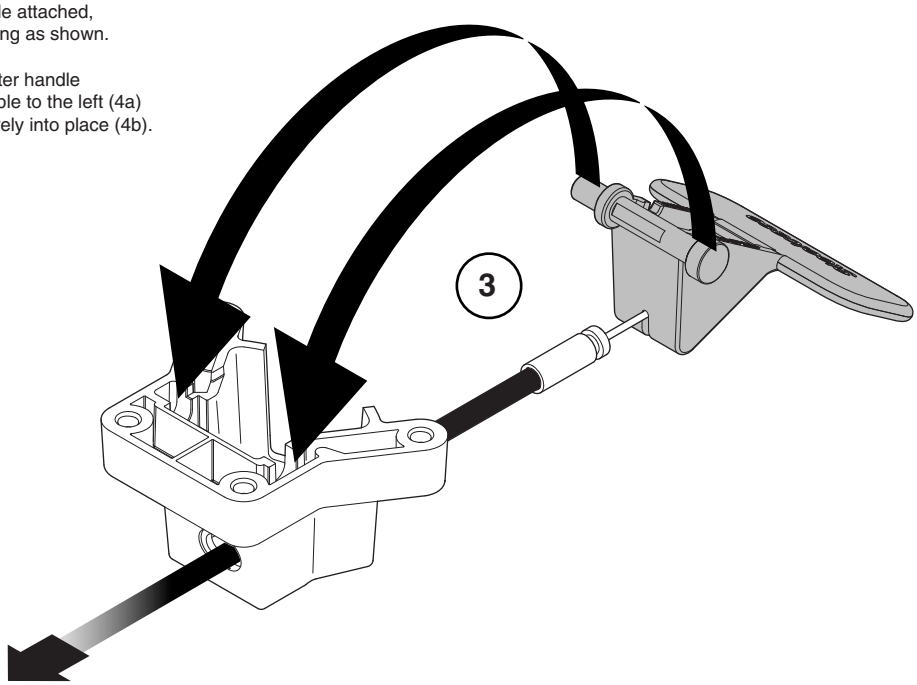
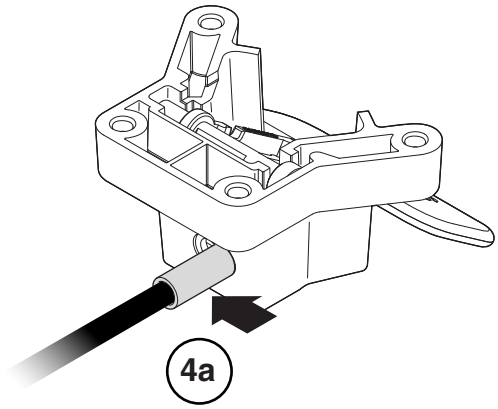
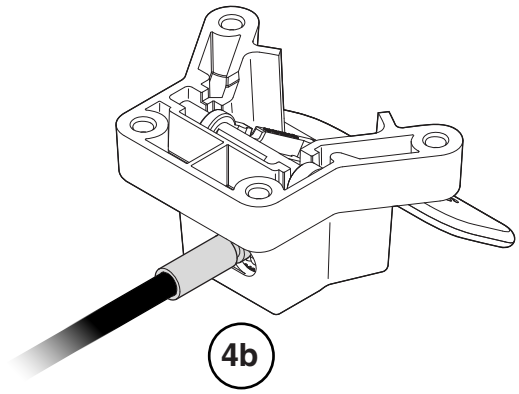
3. Place the handle, with cable attached, into the outer handle housing as shown.

4. Secure the cable to the outer handle housing by pushing the cable to the left (4a) until the cable snaps securely into place (4b).







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