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INSTALLATION GUIDE

March 1, 2009

Before You Begin

Please review the following guidelines and call us with any questions.

Installation Guidelines

- ✓ Check wall before mounting workstation for utilities. (Plumbing, electrical, etc.)
- ✓ Blocking should be added whenever possible. (Usually new construction)
- ✓ No predrilled mounting holes are provided. This allows installer to drill holes at positions suitable for each unique installation or fastening system.
- ✓ Units should be fastened to wall studs whenever possible. Standard units are 28" in width. Proper positioning should allow for fastening to two wall studs if wall studs are 16" on center.
- ✓ If hollow wall anchors are used, they must be rated to carry the weight of the unit including all equipment.
- ✓ Construction adhesive is recommended when using wall anchors.
- ✓ Optional ZClip or Hang Rail Systems are used to aid installer in positioning cabinets. Additional fasteners must be used to properly secure unit to wall.
- ✓ Brick or masonry walls require specialized fastening systems.

Note:

Wall surface materials and structures are varied, therefore installation techniques as well as fastening systems will also vary. It is impossible for Proximity Systems to anticipate which fasteners are required for each unique installation. Your units should be installed in accordance with local building codes and requirements.

Each customer is fully responsible for the installation of workstations and Proximity Systems assumes no liability associated with the installation.

Proximity Retractable Workstation, Monitor and CPU Installation

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PARTS LIST

Monitor Mounting
(see pages 4-7)



Monitor Mounting Bracket
75/100 mm
Shipped attached to back



Monitor Mounting Screws (4)

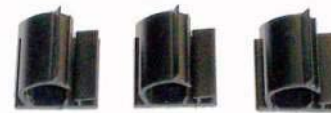


Nylon Spacers (4)
(if necessary)

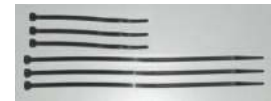
Wire Management
(see pages 4-7)



Spiral Wrap Monitor & Keyboard Cable
Protection
(2) 15" pieces



Wire Management Clips (3)



Wire Ties (3) 34" and
(3) 38" pieces

Keyboard
(see pages 4-7)



Keyboard Carrier (1)



Velcro for Keyboard (3)

Mouse Accessories
(see pages 4-7)



Mouse Holder (1)



Mouse Pad (1)

CPU Spacer
(see pages 4-7)



CPU Spacers (2)
(to increase air circulation)

Cable Management Tubing
(see pages 4-7)



Provided for units with Swivel feature

UPGRADABLE ACCESSORY PARTS LIST (May not be available for some models)

**Tilt Monitor
Bracket Kit**
(see pages 4-7)



Tilt Monitor Mounting Brackets
75/100mm
Shipped attached to back

**Mouse
Catcher**
(see pages 4-7)



Mouse Catcher Factory Installed

**Stabilizing
Cable**
(see pages 4-7)



Factory Installed Retro Kit
Stabilizing Cable Kit can be ordered and installed
after Proximity Workstation has been wall
mounted.

MOUNTING THE CPU

Tools required

None

Step 1:

Place the two provided **CPU Spacers** flat on the shelf provided in the CPU compartment. Space them slightly less than the width of the CPU.



Step 2:

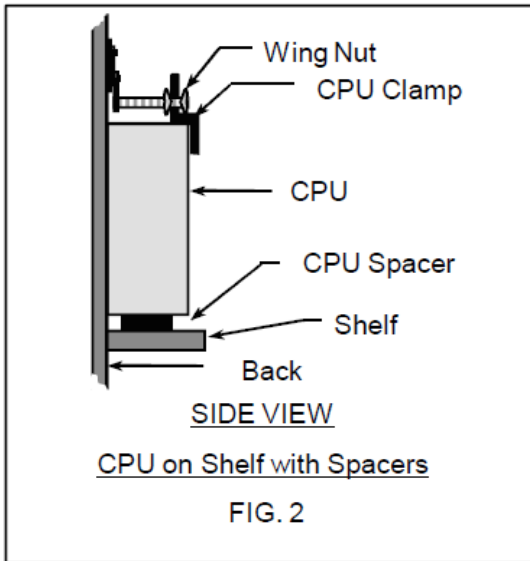
Place the CPU on the two **CPU Spacers** to enable additional air circulation around the CPU as shown in Figure 1. *Make sure the back end of the CPU is facing towards the electrical cutout as shown in photo below.* This simplifies cable management & optimizes heat dissipation.



Exhaust Fan at Top

Step 3:

Locate the **adjustable CPU Clamp** on the workstation back. Position it over the top edge of the CPU as shown in the photograph and Figure 2.



Step 4:

Adjust the **CPU Clamp** by loosening or tightening the **Wing Nuts** until the CPU is held secure against the workstation back.

Step 5: IMPORTANT

If CPU comes with an external power supply, place it in the sloped top compartment as shown in photo below. Removing the power supply as a heat source from the CPU Compartment and helps protect the CPU from overheating.



MOUNTING THE MONITOR (No tilt brackets)

Tools required

1. Phillips screwdriver
2. T-handle hex Wrench (5/32") (Not Supplied)

Step 1:

Remove the monitor from its base as shown in photo below. Check with the monitor manufacturer for instructions.



Some monitors have a recessed back as shown in photo below. For these cases, the nylon spacers are necessary.



Step 2:

Using a 5/32" T-handle hex wrench, remove the 1/4-20 button head mounting screws and washers that attach the black Monitor Mounting Bracket to the Workstation back. Save the 1/4-20 button head mounting screws and washers for reattachment. **DO NOT** remove the double headed screw between the two 1/4-20 button head screws. The double headed screw assists in reattaching the monitor bracket.



Locate the package containing the new monitor mounting screws and nylon spacers (supplied if necessary). Check the screw and spacer length carefully. Not all monitors have the same length screws and damage to the monitor may result if screws are used that are too long.



Step 3:

Attach the cables to the monitor before mounting it. Attach the Monitor Mounting Bracket to the monitor using the four (4) spacers (provided if necessary) and screws. The two stiffening bumps on either side of the horizontal slot should face the Monitor. Refer to Figure 4.

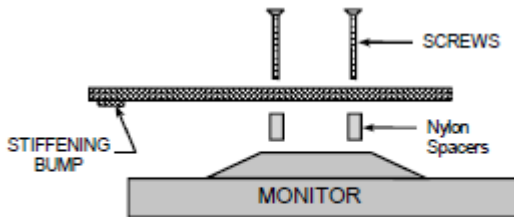


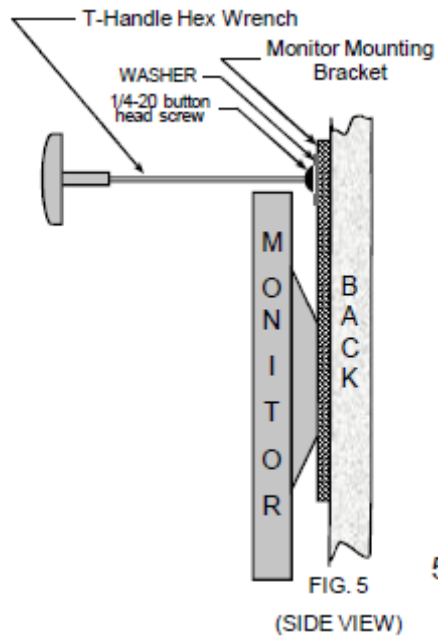
FIG. 4 (Side View)

Slide the Monitor Mounting Bracket upward just enough to access the horizontal slot on the top of the bracket when inserting the 1/4-20 button head Monitor Mounting Bracket screws. Tighten the screws holding the Bracket to the monitor. Use hand tools only. **DO NOT OVERTIGHTEN.**



Step 4:

Hang monitor by putting the horizontal slot over the double headed screw. Using the 5/32", T-handled hex wrench, reattach the bracket and monitor to the work station back using the 1/4-20 button head Monitor Mounting Bracket screws. Refer to photo and Figure 5 below.



MOUNTING MONITOR (With Tilt Brackets)

Tools required

1. Phillips screwdriver
2. T-handle hex Wrench (5/32") (Not Supplied)

Step 1:

Remove the monitor from its base as shown in photo below. Check with the monitor manufacturer for instructions.



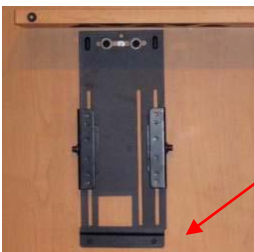
Some monitors have a recessed back as shown in photo below. For these cases, the nylon spacers are necessary.



Step 2:

Using a 5/32" –handle hex wrench, remove the 1/4-20 button head mounting screws and washers that attach the black Monitor Mounting Bracket to the Workstation back. Save the 1/4-20 button head mounting screws and washers for reattachment. **DO NOT** remove the double headed screw between the two 1/4-20 button head screws. The double headed screw assists in reattaching the monitor bracket.

DO NOT remove the Monitor Bracket Support Clip.



Remove the Tilt Brackets from the Monitor Bracket.

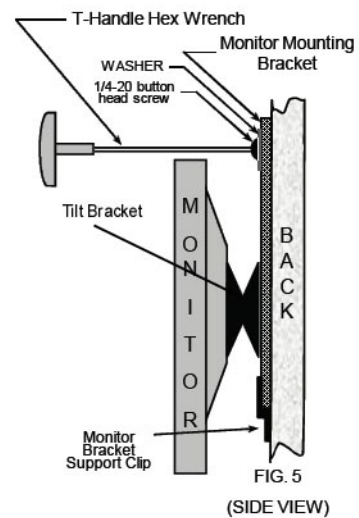


Locate the package containing the new monitor mounting screws and nylon spacers (supplied if necessary). Check the screw and spacer length carefully. Not all monitors have the same length screws and damage to the monitor may result if improper screws are used.



Step 3:

Attach the cables to the monitor before mounting it.

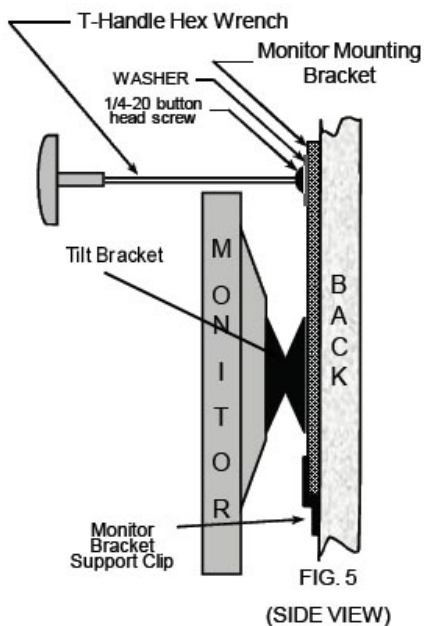


Attach the Tilt Brackets to the monitor using the four (4) spacers (provided if necessary) and tighten the screws. Next, attach the black Monitor Mounting Bracket to the Tilt Brackets. The two stiffening bumps on either side of the horizontal slot should face the Monitor. Refer to Figure 4 on page 6.

Slide the Monitor Mounting Bracket upward just enough to access the horizontal slot on the top of the bracket when inserting the 1/4-20 button head Monitor Mounting Bracket screws. Tighten the screws holding the Bracket to the monitor. Use hand tools only. **DO NOT OVERTIGHTEN.**

Step 4:

Hang monitor by putting the horizontal slot over the double headed screw. Slide the bottom of the monitor bracket into the Monitor Bracket Support Clip attached to the back as shown in Fig. 5. Using the 5/32", T-handled hex wrench, reattach the bracket and monitor to the workstation back using the 1/4-20 button head Monitor Mounting Bracket screws. Refer to figure 5 and photo below.



WIRE MANAGEMENT (Mandatory)

NOTE: REVIEW THE WIRING CONNECTION INSTRUCTIONS THAT COME WITH YOUR MONITOR AND CPU BEFORE MAKING CONNECTIONS.

Step 1: IMPORTANT

Locate the package containing the two (2) **Spiral Wrap** pieces. Wrap them around the Mouse & Keyboard cables as shown in the photos below.

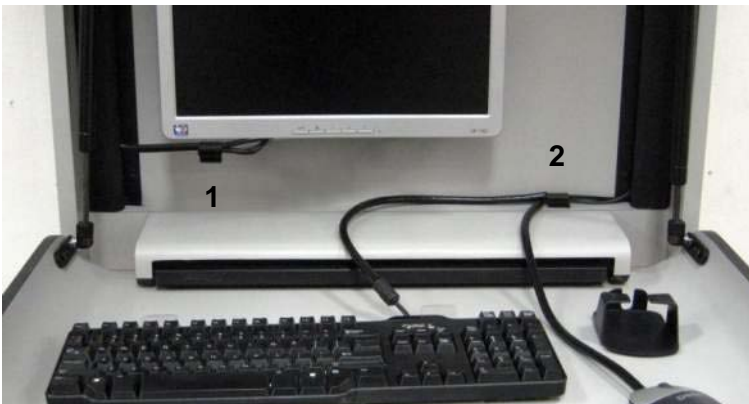
NOTE: *Spiral Wrap protects the cables from getting pinched in the hinge.*



Step 2:

Locate the **Wire Management Clips** and place them in the positions designated 1 and 2 by the photo below.

1. Position 1 on the back wall just below the left corner of the monitor.
2. Position 2 on the flat surface above the hinge close to the back.



Step 3:

Before fastening the Mouse & Keyboard cables into the **Cable Clips**, measure the maximum travel freedom you wish to have for your mouse and keyboard.



Locate the **Mouse Holder** from the Installation Package. Remove the stickers and place it on the right-hand side, just left of the curve so that it sticks onto the flat surface. Be sure to allow for space between the hinge and Mouse holder so they do not touch when the Work Surface door closes.



Step 4:

Fasten the Cables into the **Wire Clips**. Locate the **Wire Ties** and bind the Keyboard & Mouse cables together. Also bind the two (2) monitor cables together. Use scissors or Wire Cutters to trim off the **Wire Tie** tails.



Tuck the cable bundles into their corresponding black Wire Management Channels on either side. These Channels cleanly run all cables into the CPU Compartment.

NOTE: CABINETS WITH THE SWIVEL FEATURE HAVE ONLY 1 WIRE MANAGEMENT CHANNEL IN WHICH ALL CABLES MUST BE ROUTED THROUGH (see following section)



Step 5:

Run monitor cables along the shelf and behind the CPU to get to the other side where they plug in.



Step 6:

If there is extra cable length in CPU Compartment (A), fold them (B) and neatly tuck them into the Black Wire Management Channel (C).



A

B

C

WIRE MANAGEMENT FOR SWIVEL AND ADJUSTABLE HEIGHT

Swivel Cabinets: Routing Monitor, Keyboard and Mouse Cables to CPU Compartment

Locate the Cable Management Tubing from the installation package.



Encase the cables coming out from the lower compartment through the hole provided (1).



Be sure to tuck both ends of the tubing into the Cable Management Channels. This protects the cables from getting pinched in the swiveling hinge.

Adjustable Height Cabinets: Routing Monitor, Keyboard and Mouse Cables to CPU Compartment

Adjustable Height cabinets require a dynamic cable management system. We have provided a controlled movement chain shown in the photo on the right.

1. Using the adjustable height switch, lower the WorkSurface to its lowest height.
2. Route the monitor, keyboard, and mouse cables through the hole provided (1).
3. Press the cables into the chain so they are caged inside.
4. Raise the WorkSurface to make sure the cables are secure inside the chain.
5. Plug the cables into the computer.



KEYBOARD CARRIER INSTRUCTIONS

Tools required:

None

Step 1:

Remove the protective covering from both sides of the plastic Keyboard Carrier.



Step 2:

Locate the three Velcro strip assemblies provided. **Do not pull apart the hook and loop assemblies.** Remove one piece of plastic film from the adhesive on the soft fuzzy side of each of the three Velcro assemblies. Attach the Velcro assemblies to the Keyboard back in three places as shown in photo below.



Step 3:

Remove the remaining plastic film from the Velcro assemblies. Position and press the **Keyboard Carrier** onto the Velcro adhesive so that the top edge of the keyboard will lie against the two vertical tabs on the **Keyboard Carrier**. Refer to photo and Fig. 8.

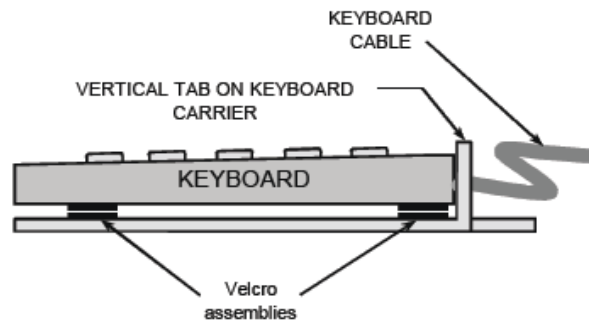


FIG 8

The keyboard is meant to be moveable so the user may position it as desired when the unit is open. The function of the Keyboard Carrier is to automatically return and hold the keyboard in its proper resting position as it slides towards the hinge when retracting the Workstation cover.

The spiral wrap prevents the cables from becoming caught in the hinge.



UPPER HINGE ADJUSTMENT

It may be necessary to readjust the upper door alignment after shipping & Installation of equipment. The photographs below show the adjustment procedures for the hinge.

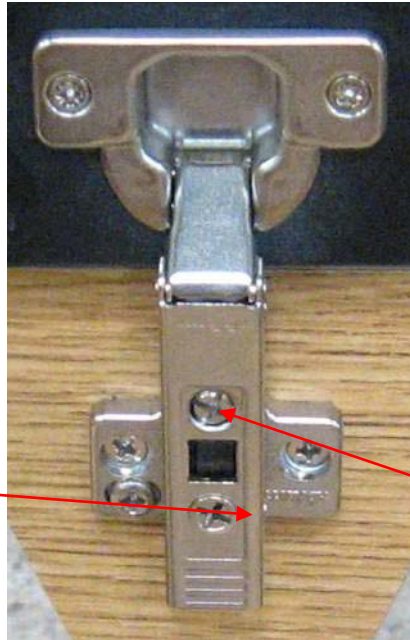


Levels the plane at which the Door and Top are sitting flat.

Clockwise Turn—Lowers door plane

Counter Clockwise—Raises door plane

Doors are level with each other on same plane



Properly Adjusted



Adjusts the gap between the Door and Top

Clockwise Turn—Raises Door shrinking the gap.

Counter Clockwise—Lowers The Door, enlarging the gap.

Displaying a door in need of adjustment



Gap is UNEVEN

