



# Balance® Overhead Cabinet

Assembly Instructions



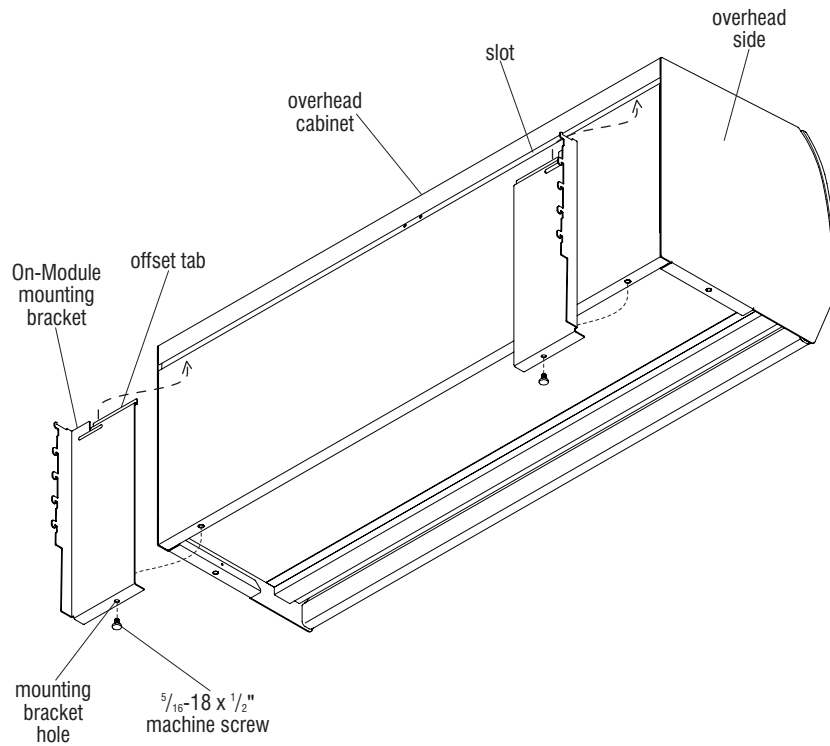
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

## Mounting Bracket Attachment

**Note:** Mounting brackets for different panel systems are attached to the overhead in the same manner. Depending on the panel system and attachment type, a set of brackets may consist of one left-hand and one right-hand bracket or two non-handed brackets.

1. Carefully set assembled overhead on either end, on a soft surface to prevent damage. Handed brackets should be assembled so the toothed flange of the mounting bracket is flush with the overhead side. Non-handed brackets should be assembled so either end of bracket is flush with the overhead side.
2. Engage the offset tab of the mounting bracket into the slot along the back of the overhead. Align the mounting bracket hole with the hole in the bottom of the overhead and fasten with one  $\frac{5}{16}$ -18 x  $\frac{1}{2}$ " machine screw. Repeat at the other end of overhead (Figure 1).
3. Hang the overhead unit onto the panel using the appropriate mounting instructions for the system.

**Note:** An alternative installation method may be used for overhead units on all panel systems. Hang the brackets onto the panel system prior to attaching the brackets to the overhead unit. Refer to instructions of panel-mounted units for information on attaching brackets to panels. Hook the offset tab of the bracket into the slot on the back of the overhead, allowing the overhead to fully engage the bracket. Align the hole in mounting bracket to the hole in the overhead bottom and fasten with one  $\frac{5}{16}$ -18 x  $\frac{1}{2}$ " machine screw. Repeat on other end of overhead unit.



**Figure 1**



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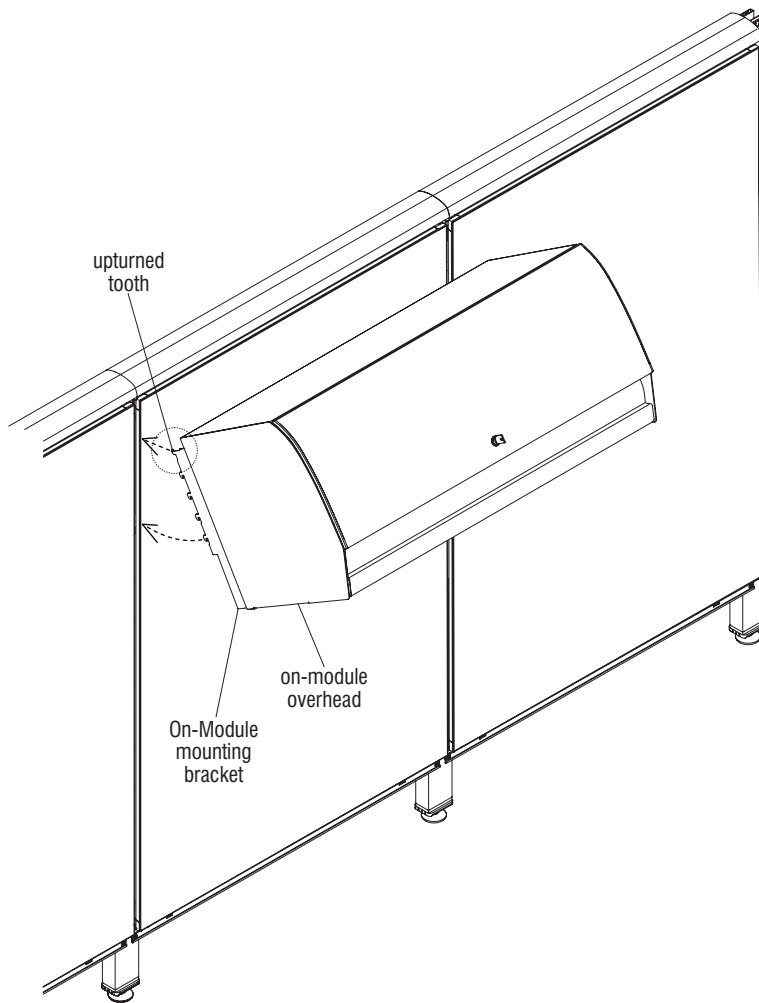


Figure 2

### On-Module Mounted Overhead Units

1. The On-module mounting brackets have integral teeth that engage the vertical furniture hanging slots in the panel frame. Locate the on-module overhead unit at the height that is desired on the panel. Engage the upturned tooth of the top hook (circled) into the panel frame by holding the cabinet bottom out about 30°, then rotate the unit to engage all the remaining teeth. When all teeth are engaged, press down on the cabinet to lock in place (Figure 2).

**Caution:** To remove the overhead unit from the panel, push the bottom of the cabinet straight up about 1/4" and rotate the bottom out toward you to about 30°. Pull the overhead straight out and down. Do not force the side panel, damage to the top tooth may result.

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### WireWorks® Off-Module Mounted Overhead Units

1. WireWorks off-module overhead units can only be hung with the top aligned to a 12" high tile. To make hanging the unit easier, remove the top cap or tile directly above the top of the overhead.
2. Disengage the overhead locks on the mounting brackets by lifting the tabs closest to the back of the overhead and pulling it toward the cabinet. With the overhead locks pulled out toward the front of the cabinet, hang the top and bottom of the mounting brackets into the tracks of the panel's horizontal rail.

**Caution:** Make sure the cabinet is hanging on the horizontal track and not on the tile.

3. After the unit is hung in the track, move it to the desired position by gently lifting up while sliding it. Secure the cabinet on the tracks by pushing the overhead locks toward the track (Figure 3).

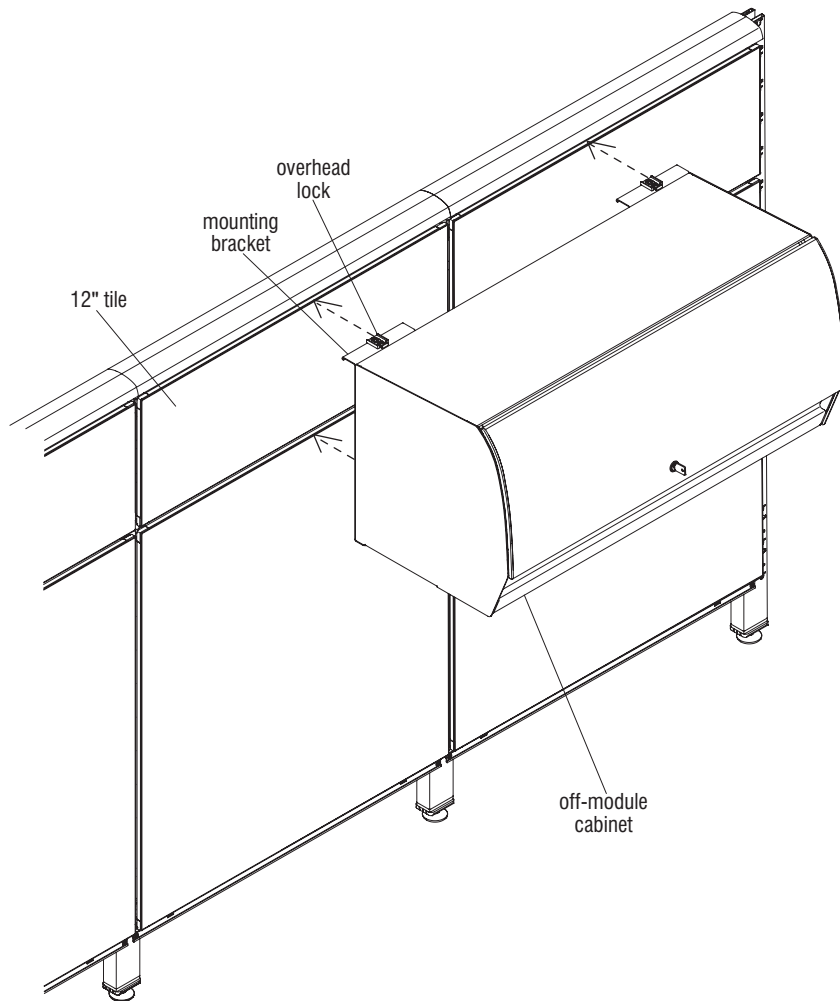


Figure 3



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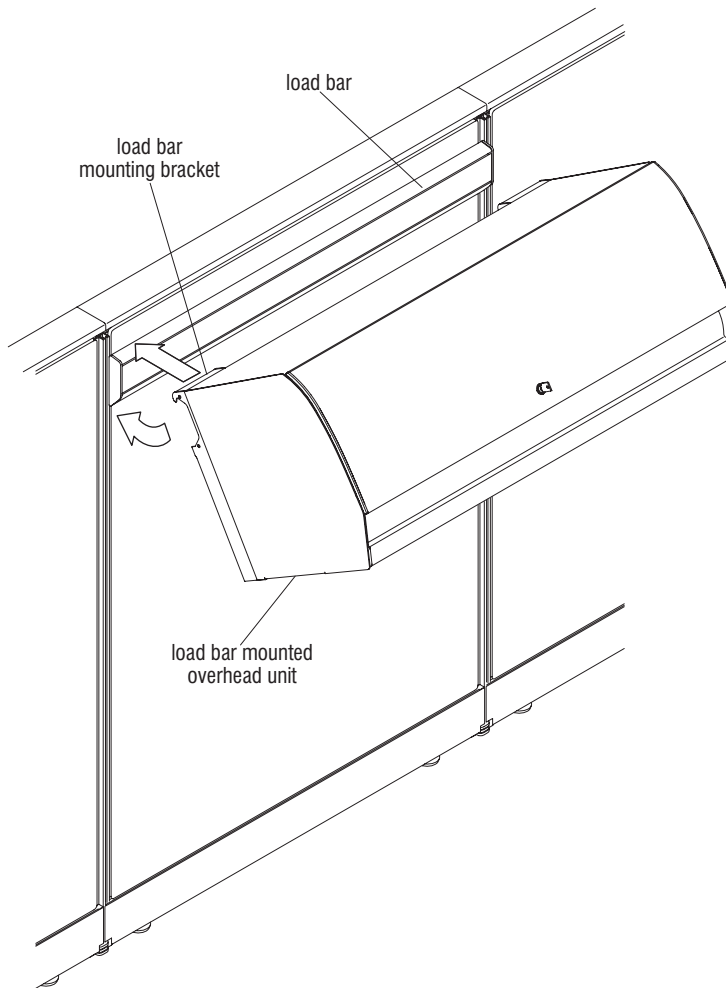


Figure 4

**Load Bar Mounted Overhead Units**

1. To hang overhead units on a load bar, rotate the bottom of the overhead unit out approximately 30° and hook the load bar mounting bracket onto the top of the load bar. Rotate overhead down until unit is secured in place (Figure 4).

**Note:** Use the same procedure for installing overhead units to load bars on standard walls as with load bars mounted to panel walls.



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### Upmount Bracket

1. Position brackets on a 54" high WireWorks panel with the top tooth (antidislodgement) engaged in the sixth slot from the top of the uppermost tile so there is a  $4\frac{3}{4}$ " space between the top of the tile and the top of the bracket. This will position the bottom of the balance cabinet at 20" above a 29" high worksurface (Figure 5).

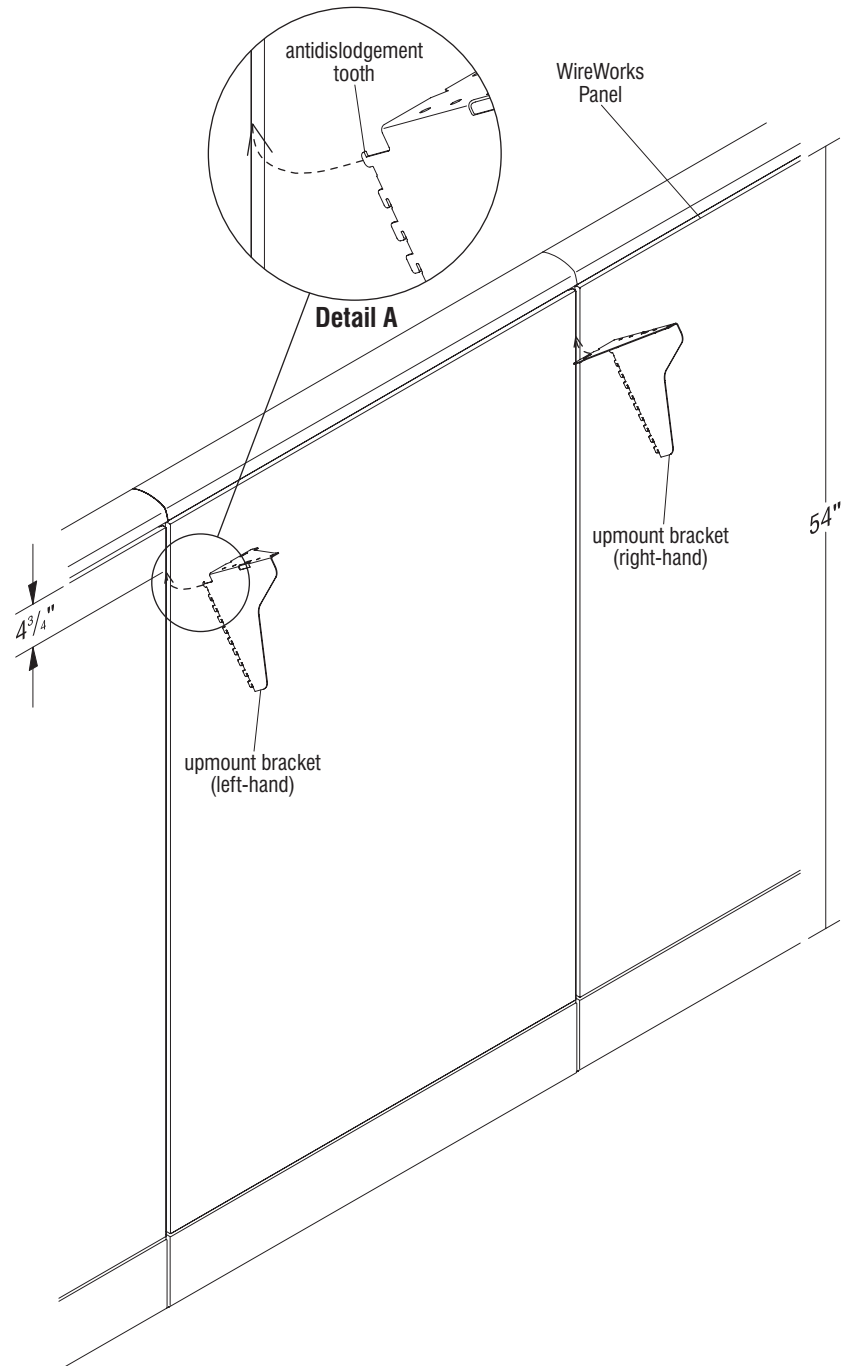


Figure 5



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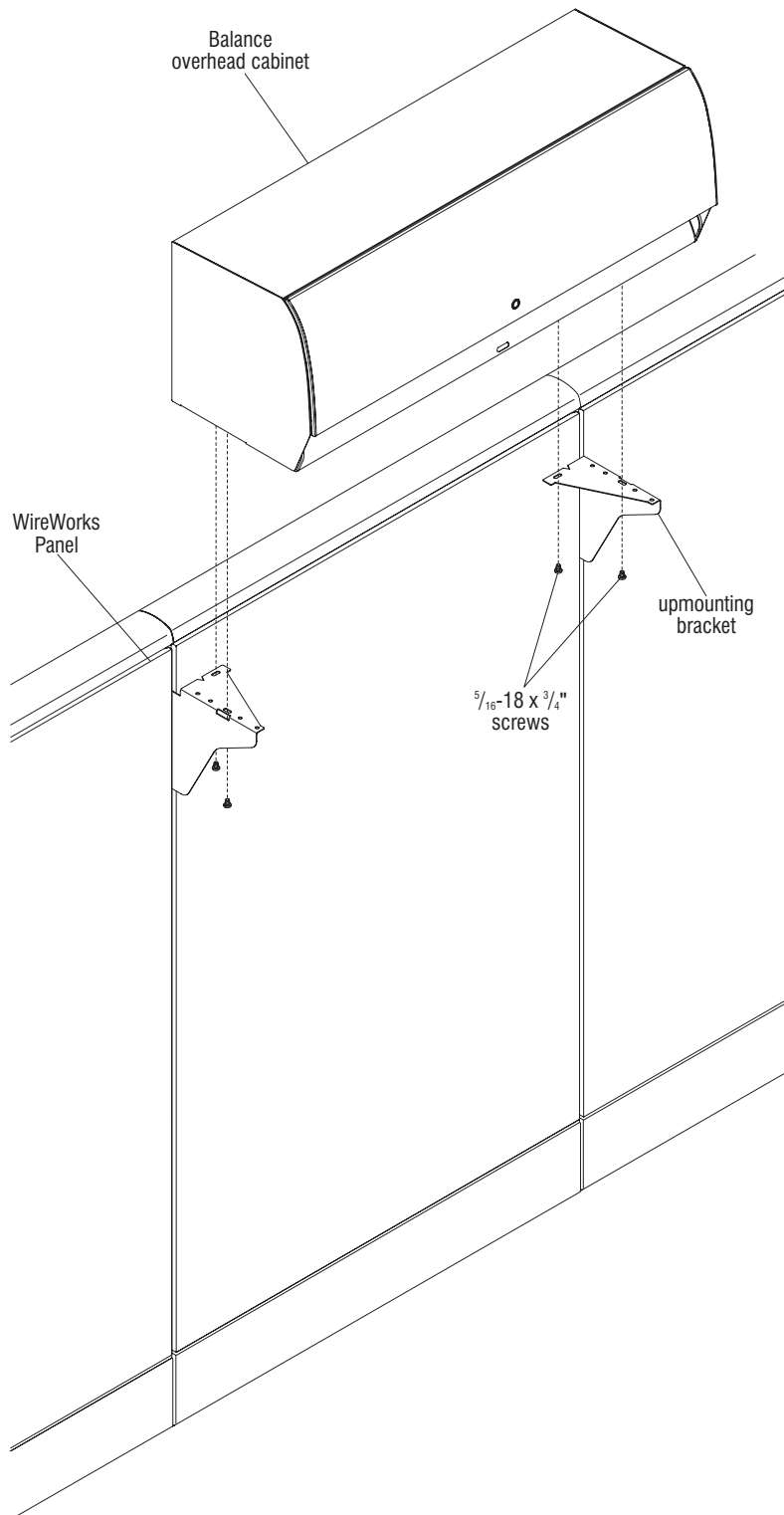


Figure 6

**Upmount Bracket-cont.**

2. Carefully position Balance cabinet on top of brackets, aligning the two oblong slots of the bracket with the threaded holes of the cabinet (Figure 6).
3. Insert and tighten all four  $\frac{5}{16}$ -18 x  $\frac{3}{4}$ " screws.

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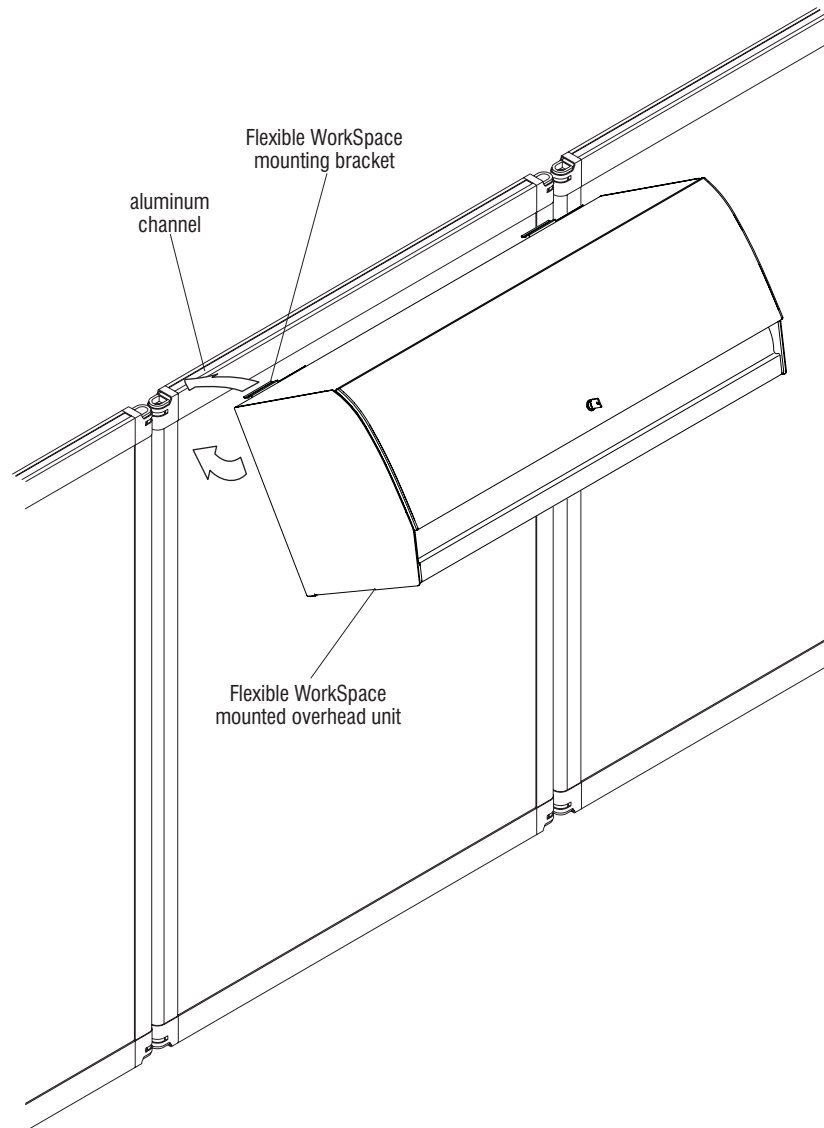
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### Flexible WorkSpace™ Mounted Overhead Units

1. The mounting bracket for Flexible WorkSpace has a formed flange that is hooked into an aluminum channel at the top of each panel. These flanges are offset to allow overhead units to be hung from a panel in a back-to-back manner (Figure 7).
2. Engage the flange of the mounting brackets into the groove at the top of the panel by holding the unit bottom out approximately 30°, then rotate down until unit is secured in place (Figure 7).

**Note:** The 42" overhead unit is the only size available for Flexible WorkSpace and can only be hung centered on a 44" panel.

**Caution:** The aluminum channel of the Flexible WorkSpace panel must be oriented at the top of the panel prior to hanging any overhead.



**Figure 7**





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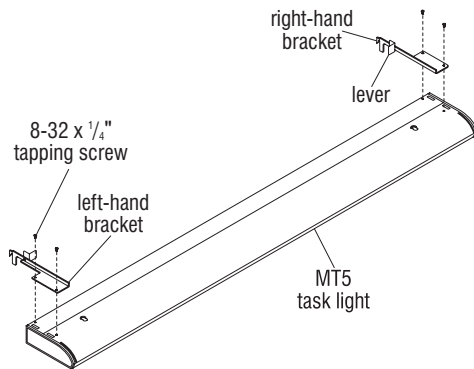


Figure 8

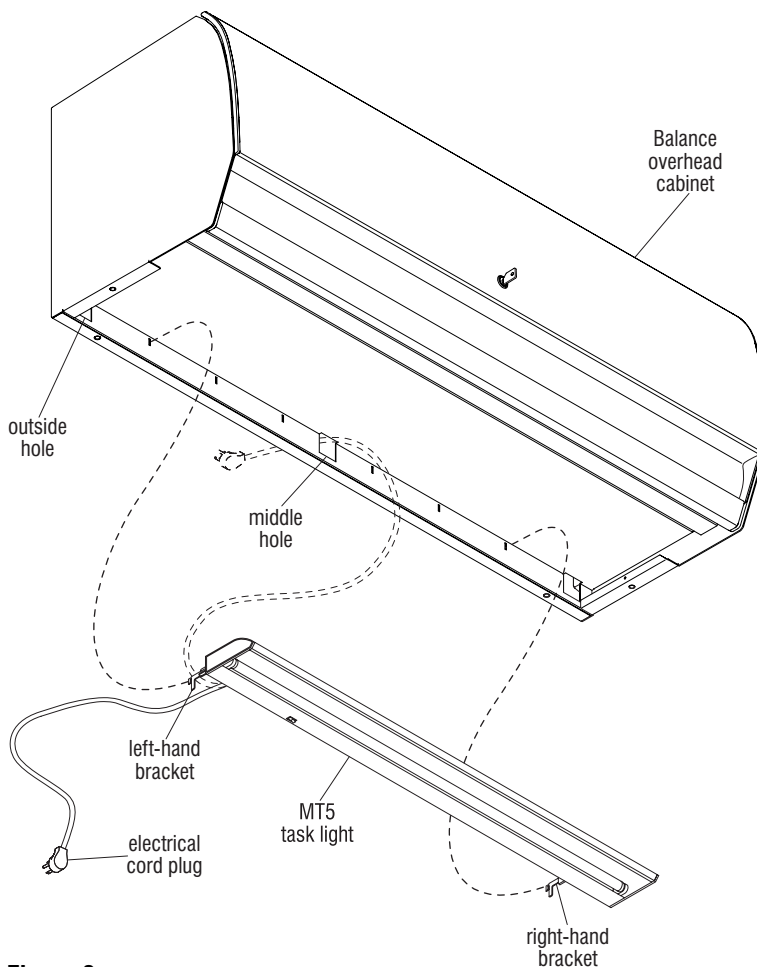


Figure 9

### Task Light Installation

1. Reference Figure 8 below to identify the left- and right-hand brackets, as well as four 8-32 x 1/4" tapping screws within the bracket kit (Figure 8).

**Note:** The electrical cord from the task light must face to the rear of the cabinet as illustrated when the task light is installed.

2. One side at a time, position the appropriate bracket as illustrated (lever toward the center of the fixture) to the task light unit and align the mounting holes in the bracket with the holes on the top of the task light unit. Secure each bracket using two 8-32 x 1/4" tapping screws (Figure 8).
3. Before installing the task light to the cabinet, insert the electrical cord plug through the middle square hole in the overhead trough back as illustrated (Figure 9).
4. Hook the task light assembly brackets into the slots in the trough under the cabinet which are appropriate for the size of overhead unit and light (Figure 9).

**Note:** The length of the task light does not have to match the size of the overhead unit. Shorter lights may be installed at the center point of the cabinet or either side of center as allowed by the slot locations.

5. After brackets are in place, rotate levers on brackets upwards to lock the task light in place.
6. Once the cord is routed appropriately, plug it into a 120 volt, 60 HZ, grounded outlet. Excess cord may be stored in the trough located inside the overhead.

**Caution:** Be sure task light assembly brackets are fully engaged onto the overhead unit. Failure to assemble properly or to secure parts may result in assembly failure and injury.

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## Tack Board & Tool Rail Attachment Bar to Balance Overhead with On-Module Mounting Bracket

**Note:** Overhead units installed to panel systems with on-module mounting brackets may utilize a tack board or tool rail which is attached directly to the overhead via an attachment bar assembled to the overhead unit (Figure 10).

1. To install attachment bar to on-module mounting bracket, locate and loosen the two  $\frac{5}{16}$ -18 x  $\frac{1}{2}$ " screws which attach the mounting brackets to the underside of the Balance overhead unit. Turn each screw out about  $\frac{1}{8}$ " to allow for installation (Figure 10).
2. Orient the attachment bar as illustrated, align the slots in the attachment bar with the loosened screws and slide into place. Re-tighten the two screws to secure attachment bar in place (Figure 10).

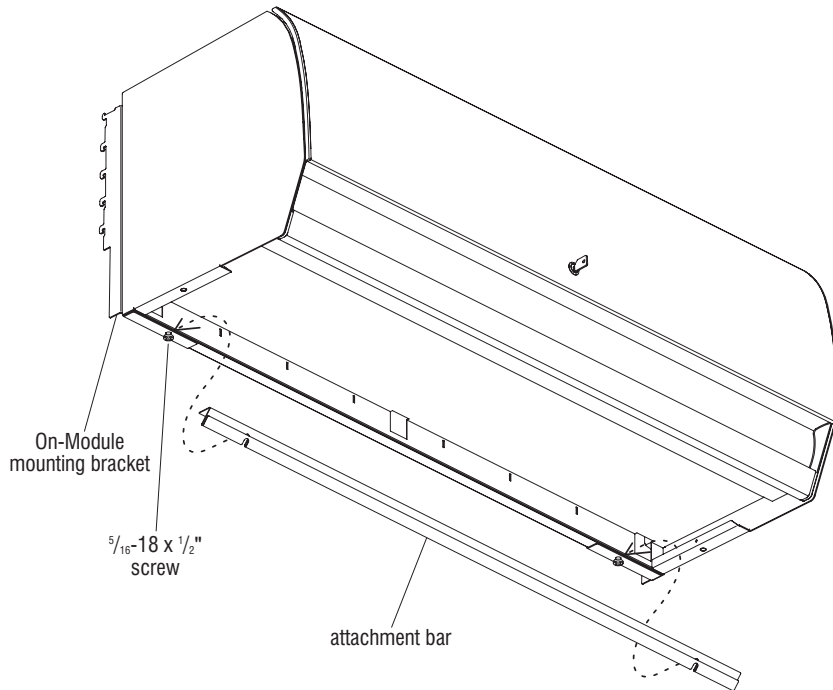


Figure 10

## Tack Board & Tool Rail Attachment Bar to Balance Overhead with Load Bar Mounting Bracket

**Note:** Overhead units installed to panel systems using a load bar mounting bracket may utilize a tack board or tool rail which is installed to an attachment bar. The attachment bar is secured to the load bar mounting bracket of the overhead (Figure 11).

1. To install attachment bar to the load bar mounting bracket as illustrated, first twist in two  $\frac{5}{16}$ -18 x  $\frac{1}{2}$ " screws at the location illustrated such that a  $\frac{1}{8}$ " gap is left under the head of both screws (Figure 11).
2. Orient the attachment bar as illustrated, align the slots in the attachment bar with the two screws from step 1 and slide attachment bar into place. Tighten the two screws to secure attachment bar in place (Figure 11).

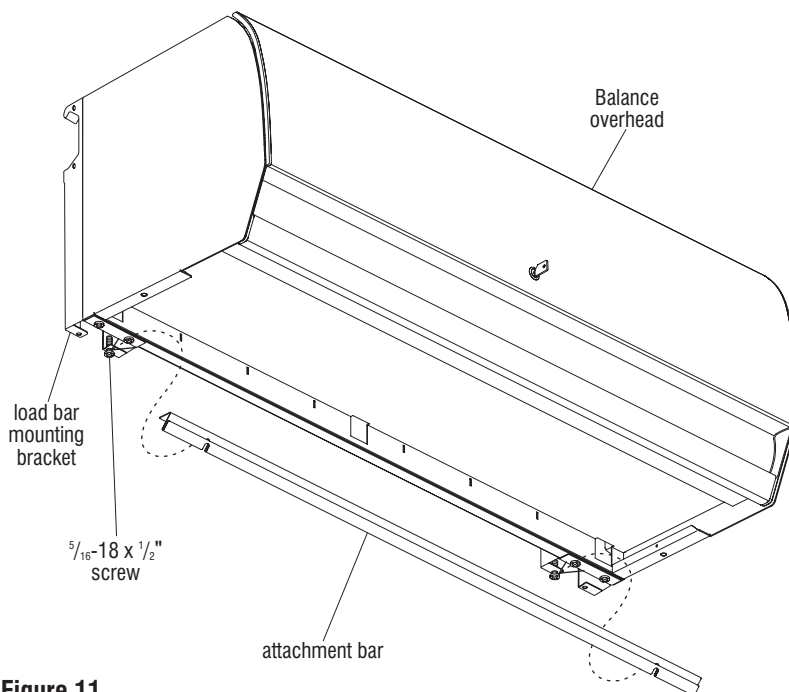


Figure 11



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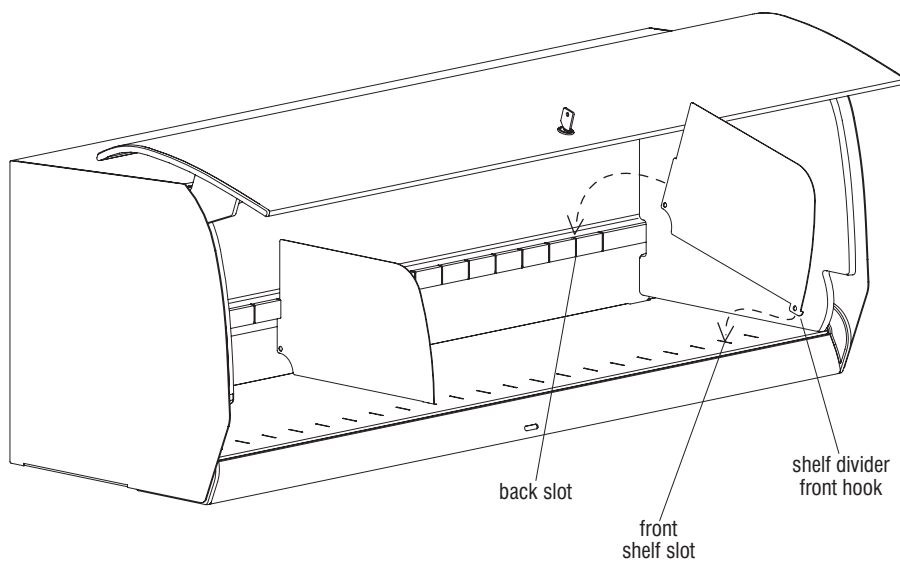


Figure 12

### Shelf Divider Installation

1. Orient the shelf divider as illustrated. Place the shelf divider front hook into the front slot of the overhead shelf. Rotate the back of the shelf divider down to engage it into the slot in the overhead back (Figure 12).
2. To remove divider, reverse the above steps.

### Ganging Plate Installation

**Note:** When overhead units are installed side-by-side on a panel system, a ganging plate must be installed between overheads to avoid bowing of panel system.

1. Orient ganging plate as illustrated under pair of overhead units and use two  $\frac{5}{16}$ -18 x  $\frac{1}{2}$ " screws to secure plate to underside of overhead units (Figure 13).

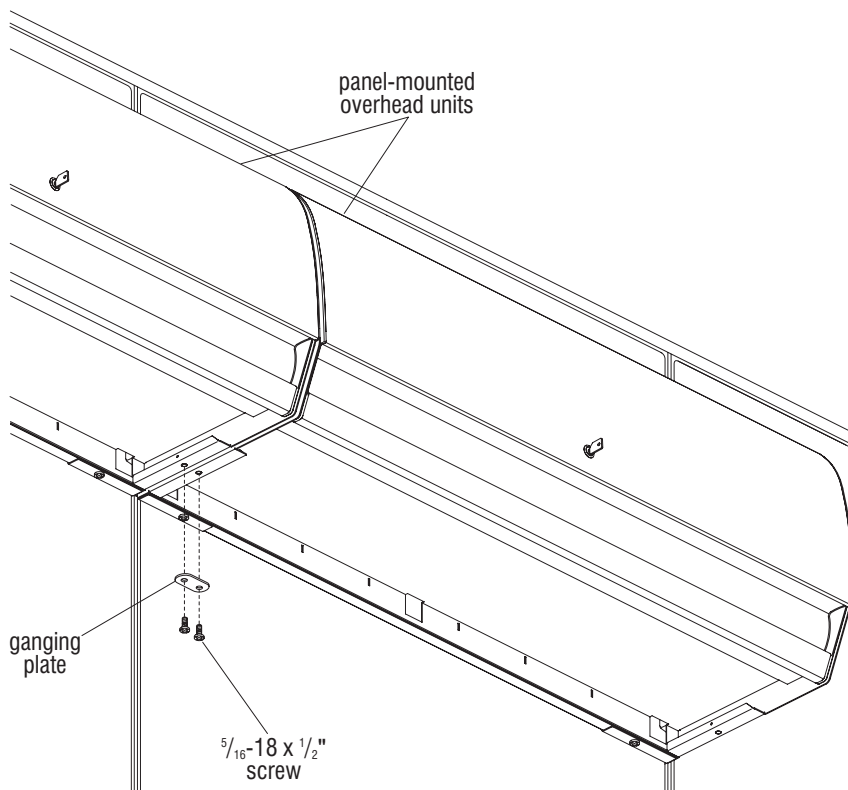


Figure 13

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