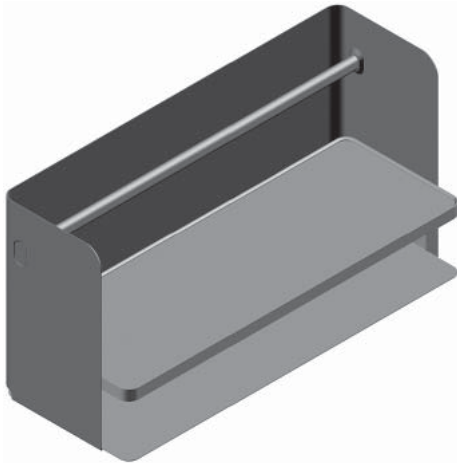




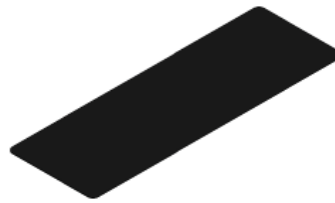
# Ubi™ Work Tools Work Tools Installation and Disassembly for Recycling Instructions

## Parts Included:

### YT100./YT150.



**A** Organizer



**B** Liner  
YT500.



**C** Surface Clamp  
YT460.

### YT200.

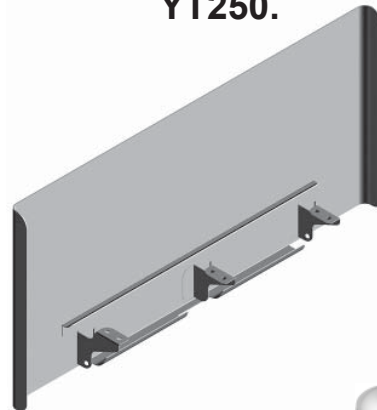


**D** Slim Screen



**E** Liner (2)  
YT540.

### YT250.



**AN** Steel Screen

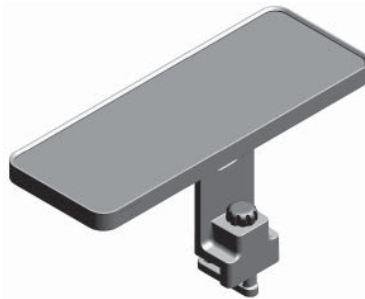


**AP** 14-10 x 5/16 Torx Head  
Sheet Metal Screw (6)

### YT300.



**F** Rail Mounted Shelf



**G** Surface Mounted Shelf



**H** Liner  
YT510.



**K** 8-32 x 5/16 Truss Head  
Machine Screw (4)



**J** Back Drop

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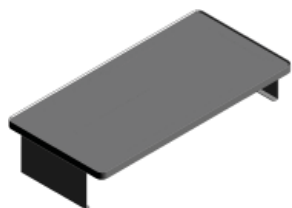
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**YT320.**

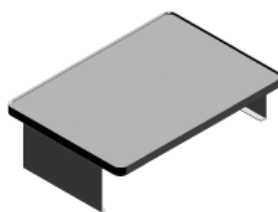


**L** Monitor Platform Shelf



**M** Liner  
YT500.

**YT330.**

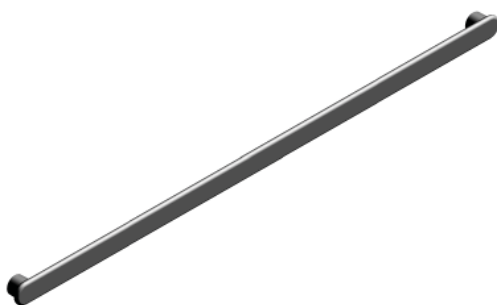


**N** Freestanding Shelf



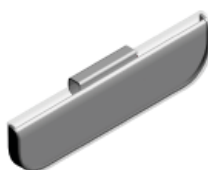
**O** Liner  
YT530.

**YT400.**



**P** Document Clip

**YT410.**



YT410.P



YT410.S



YT410.M

**R** Nametag

**YT430.**



**S** Cord Cleat

**YT440.**



**AA** Rod Bookend

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## YT420.



**T** USB Hub



**U** Power Cord



**V** coverter



**W** Puck Plate



**X** Double Face Tape



**Y** #6 x 1/4 Flat Head Thread Forming Screw (2)



**Z** #8 x 3/4 Pan Head Wood Screw (2)



**K** 8-32 x 5/16 Truss Head Machine Screw (2)

## YT450.



**AB** Magnetic Marker Board



**AC** Alcohol Wipe

## YT550.



**AJ** Liner



**AK** Adhesive Tape Buttons (4)

## YT700.C



**AD** Clamp Bag Hook

## YT700.F



**AL** Fixed Bag Hook



**AM** #10-12 x 3/4 Pan Head Screw (4)

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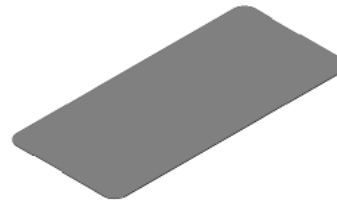
## YT710.



**AE** Bag Catch



**AF** Shelf  
(YT715.)

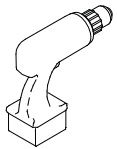


**AG** Base Liner  
(YT560.)



**AH** Shelf Liner  
(YT565.)

## Tools Needed:



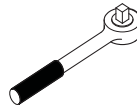
Power Driver



#2 Phillips Bit



1/8" Drill Bit

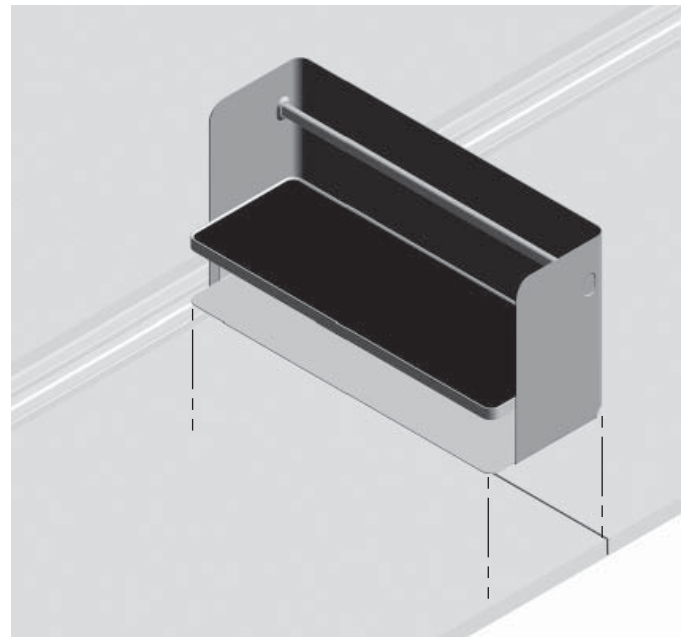
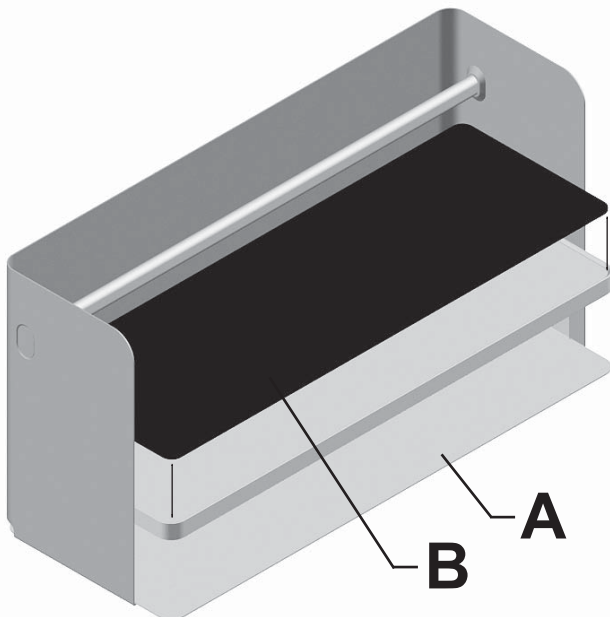


Ratchet Wrench



1/4" Socket

## YT100./YT150.



1. Remove protective backing from tape on underside of liner (B).
2. Firmly press liner into position on shelf of organizer (A).
3. Set organizer at desired location on work surface.

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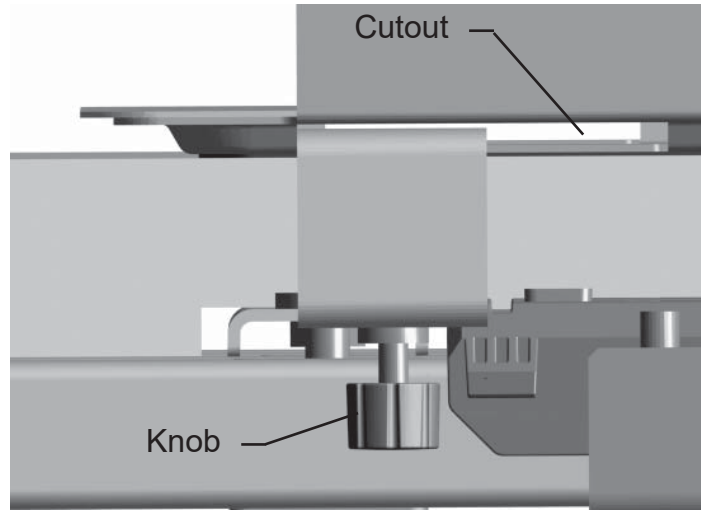
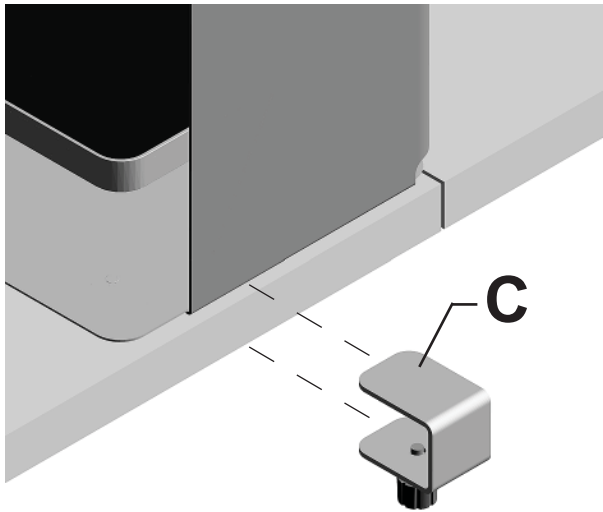
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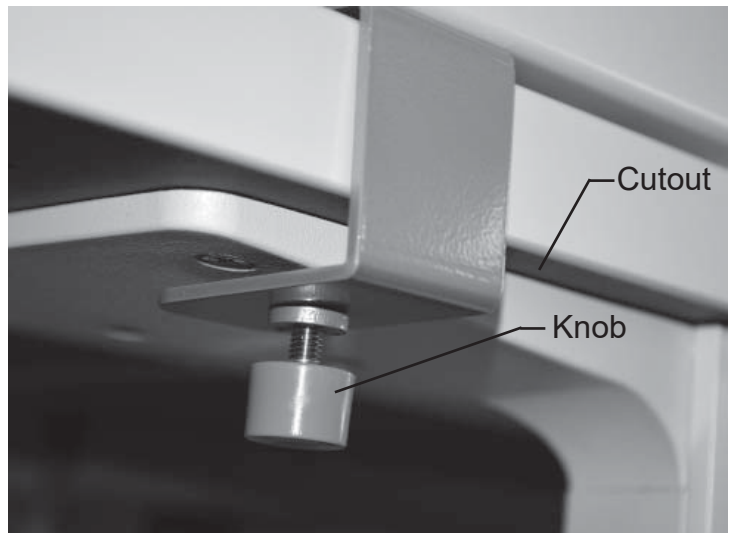
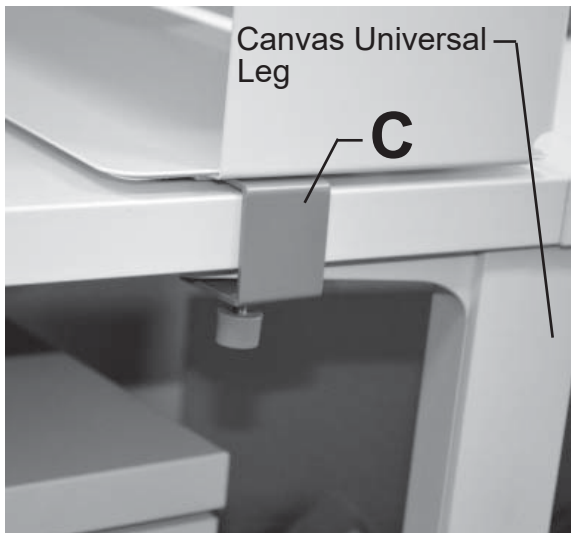
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(Layout Studio Table Shown)



(Canvas Table Shown)



4. If using Surface Clamp (C): Insert top flange of clamp into cutout in base of organizer. Center clamp in cutout. Make sure inside surface of clamp mates up against edge of work surface. Note: For all applications except above Canvas Universal Leg, use YT460.1. Bag hook YT700.C may also be used in place of YT460.1 only. For use with Canvas Universal Leg, use YT460.2.
5. Tighten clamp with knob.

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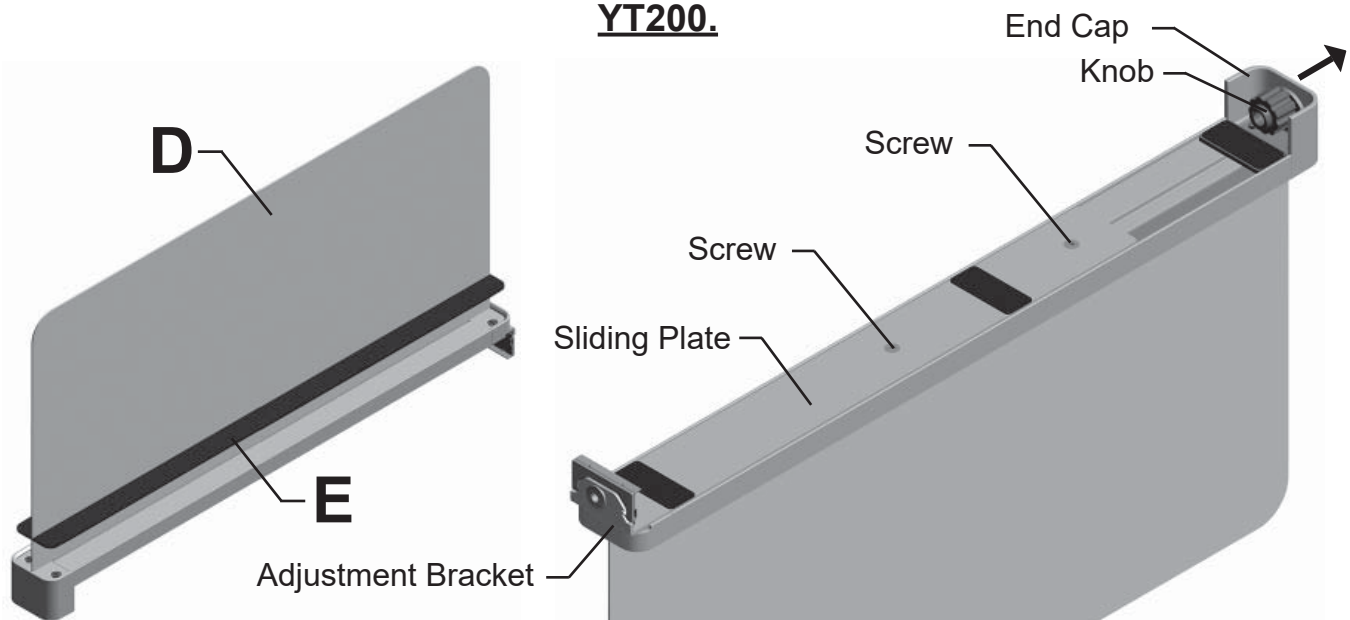
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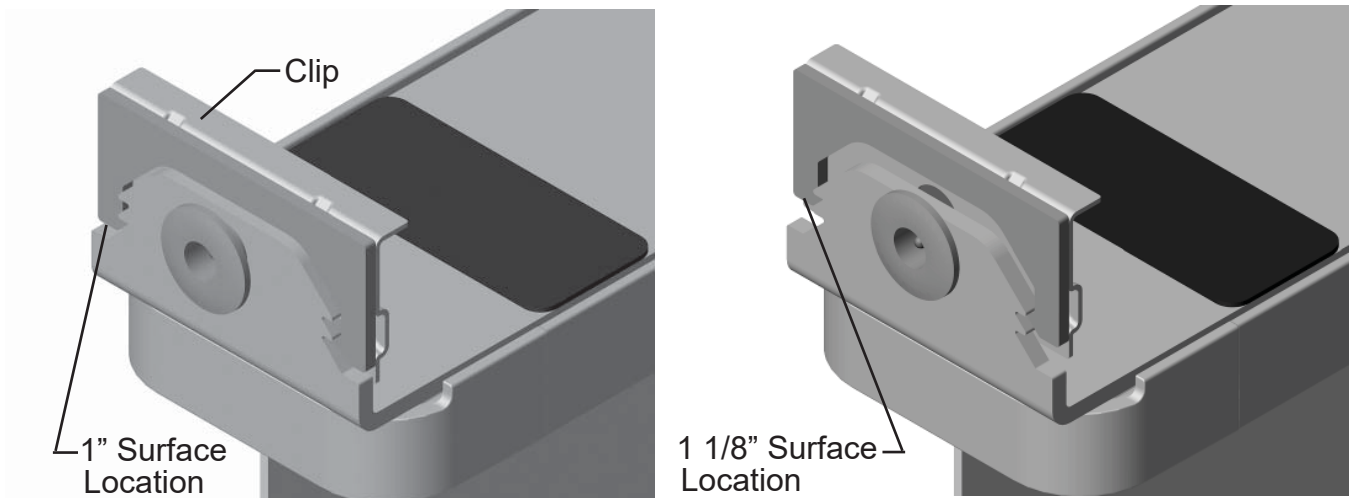
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## YT200.



1. Remove protective backing from tape on underside of filler (E).
2. Firmly press filler into position on Slim Screen (D).
3. Turn screen upside down.



4. Determine work surface thickness where screen will be installed. Adjustment Bracket is set for 1" thick surface. For 1 1/8" thick surface, Pull back and lift up on clip on adjustment bracket until clip engages into next notch on bracket.
5. Loosen 2 screws on bottom of screen. (About 1/4 to 1/2 turn so sliding plate will slide.)
6. Turn knob to end of threads, toward end cap.

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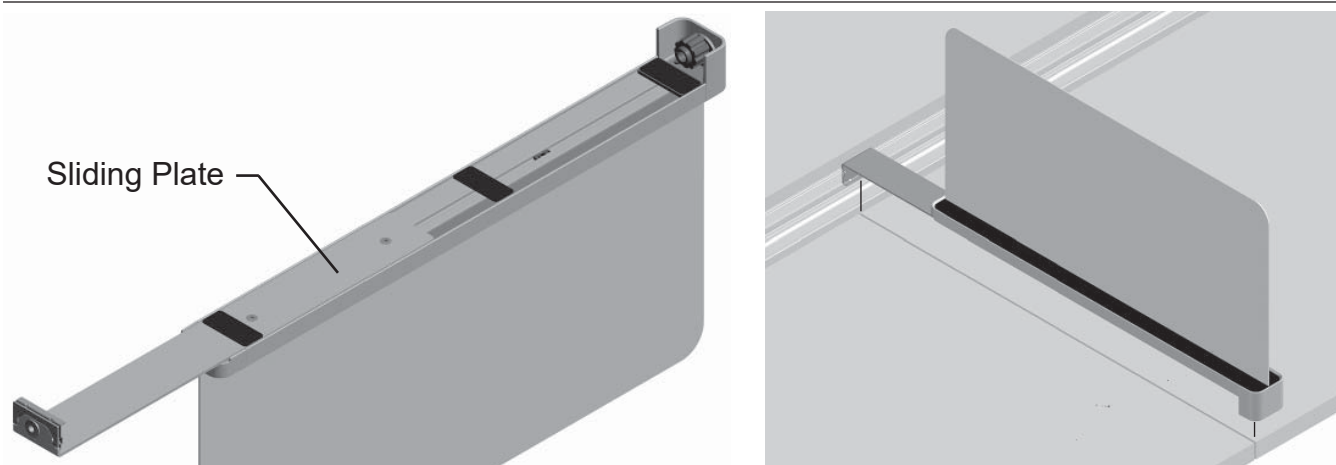
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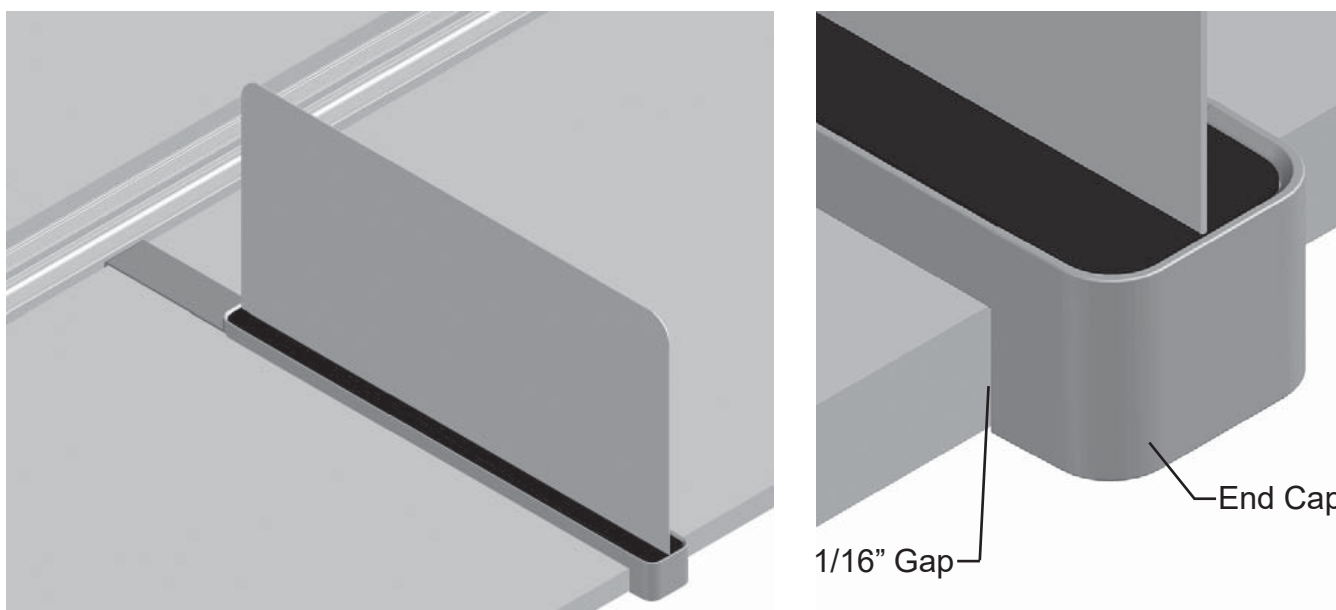
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7. Pull out sliding plate.
8. Place screen at desired location.



9. Capture back of work surface with clip on adjusting bracket on sliding plate. While holding adjusting bracket in place, slide screen assembly toward front of work surface. Leave 1/16" gap maximum between work surface and end cap.
10. Hold sliding plate in place. Remove screen assembly from work surface.

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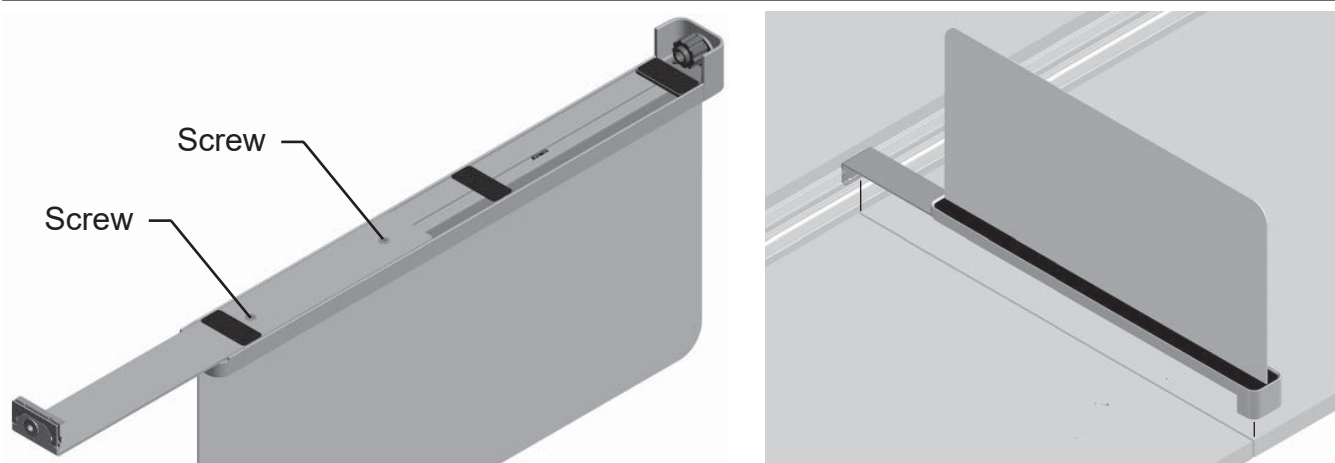
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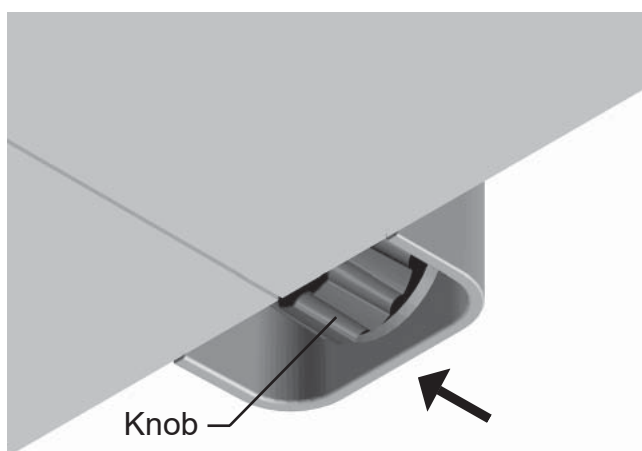
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11. Tighten 2 screws on underside of screen assembly.
12. Return screen assembly to work surface. Hook rear bracket over rear edge of surface. Rotate front of screen down onto surface.



13. Tighten knob against front edge of surface to secure screen assembly to work surface. Verify that screen is secure.

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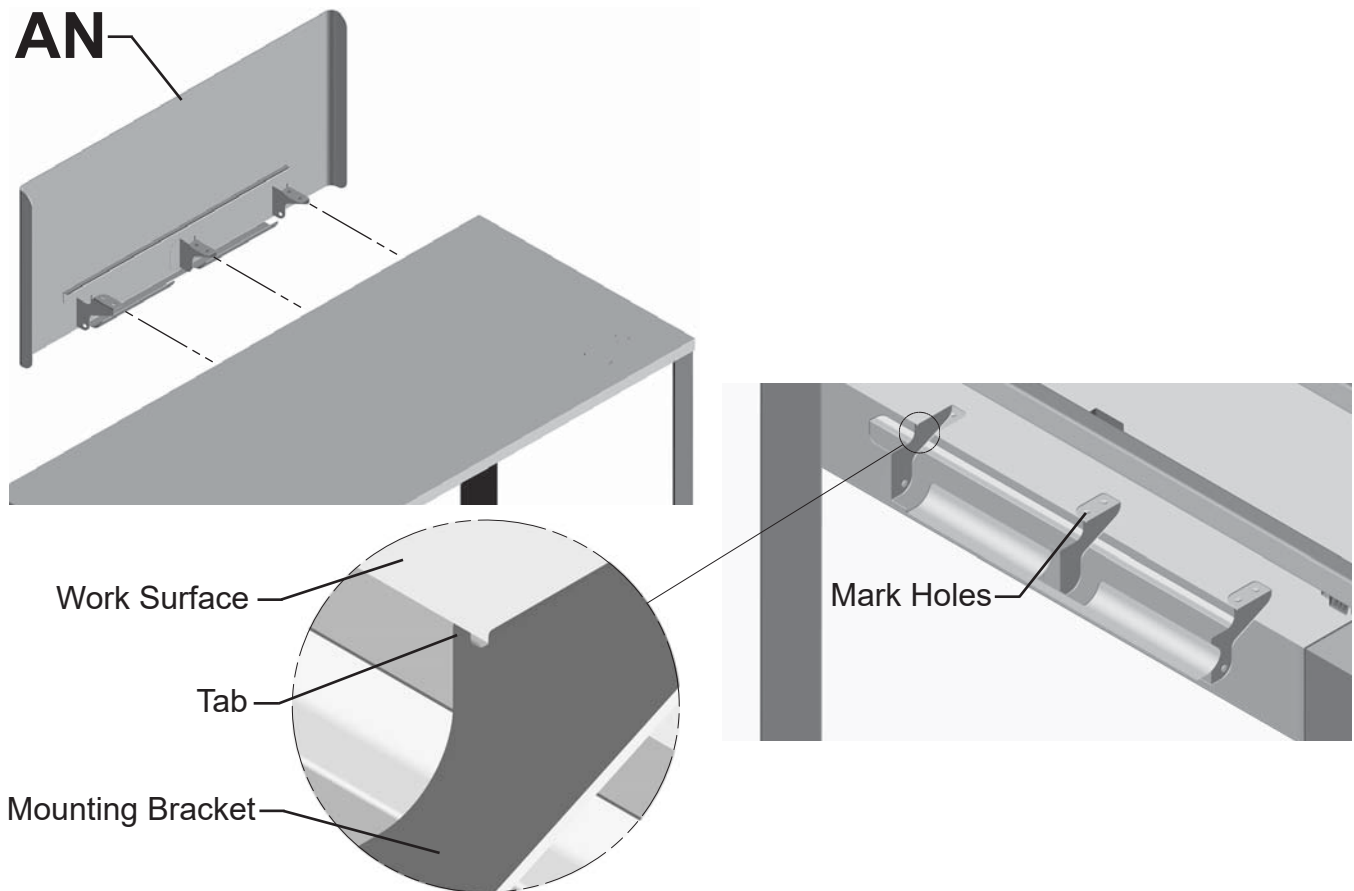
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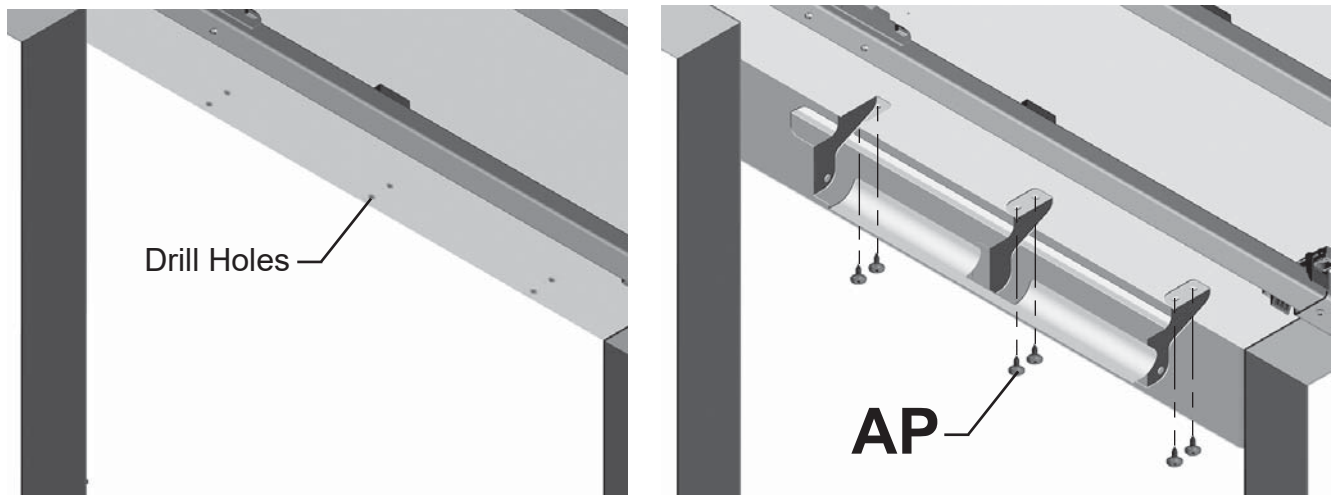
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## YT250.



1. Position Steel Screen (AN) under work surface. Make sure tabs on mounting brackets are tight against edge of work surface.
2. Mark Hole locations.



3. Drill 1/8" pilot holes. Be sure not to drill through work surface.
4. Secure screen to work surface with torx screws (AP).

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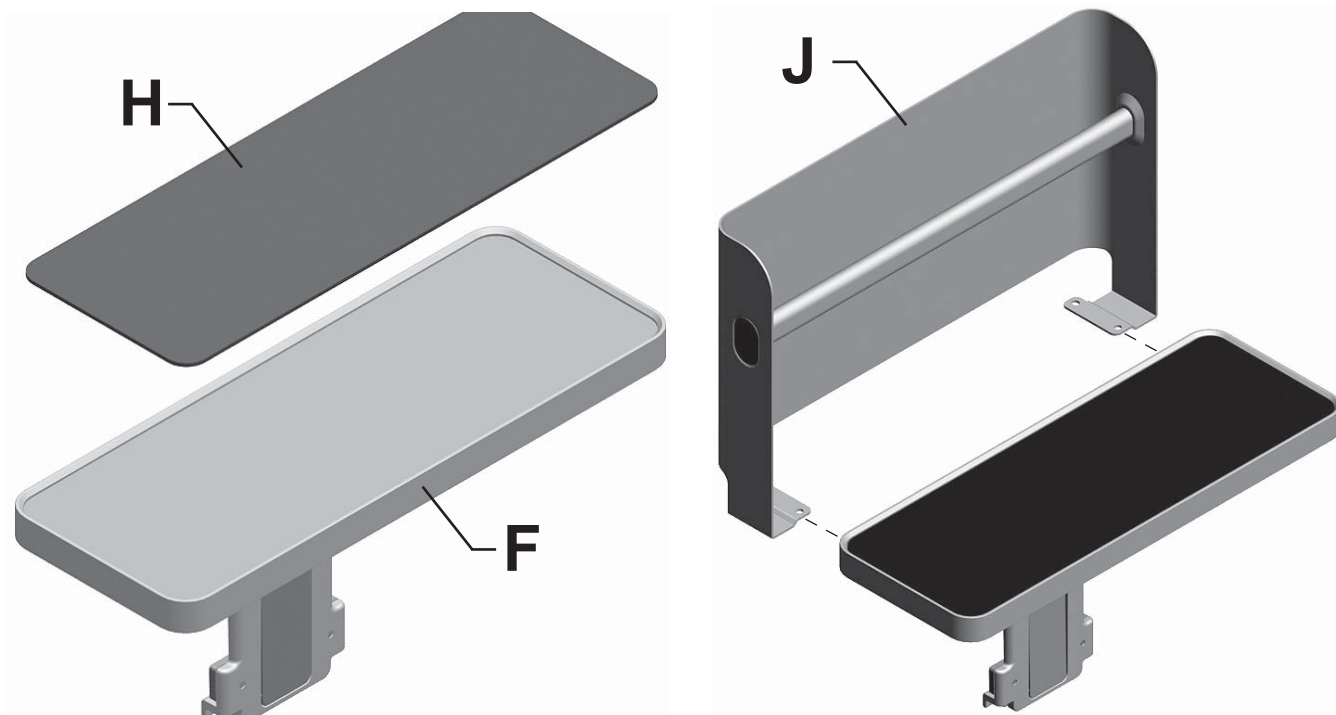
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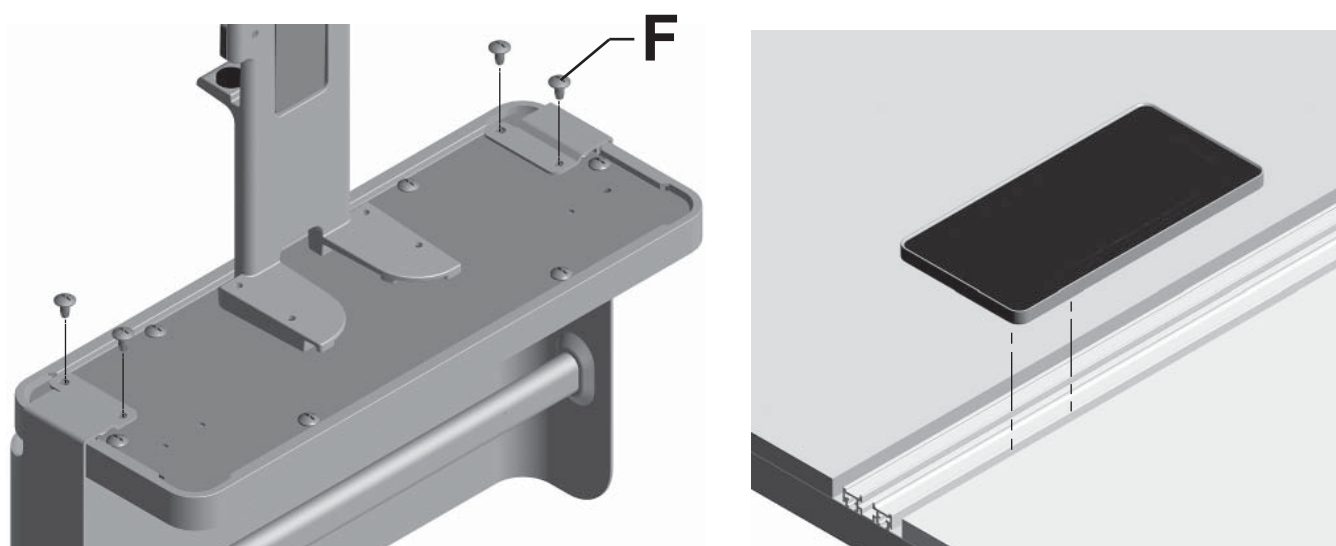
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## YT300.



1. **YT300.RNL:** Remove protective backing from tape on bottom side of filler (H).
2. Align filler with shelf surface (F). Firmly press in place.
3. **YT300.RBL, YT300.RBM, YT300.SBL, YT300.SBM:** Slide brackets on backdrop assembly (J) under shelf surface.



4. Secure backdrop to shelf surface with 4 truss head screws (K).
5. Place Shelf Assembly into desired location on performance rail. (YT300.SNL shown).

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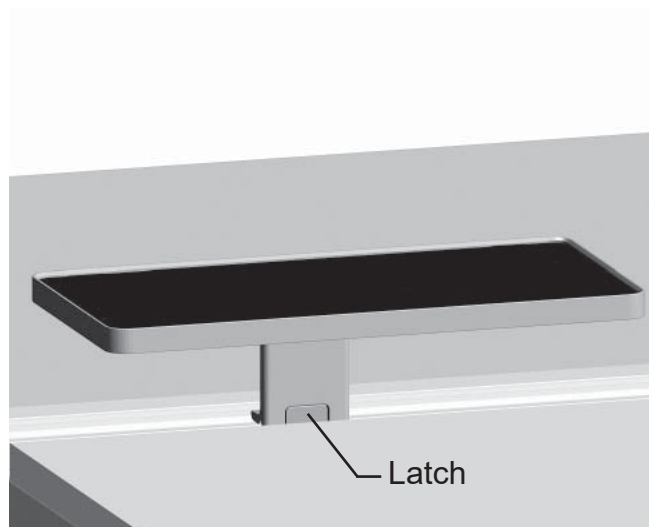
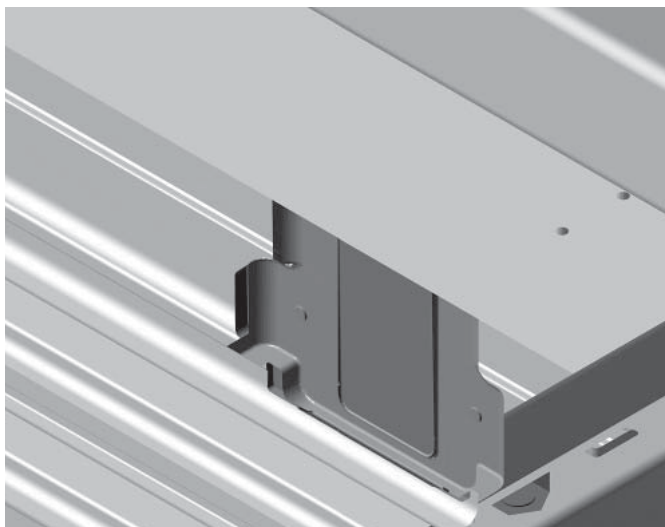
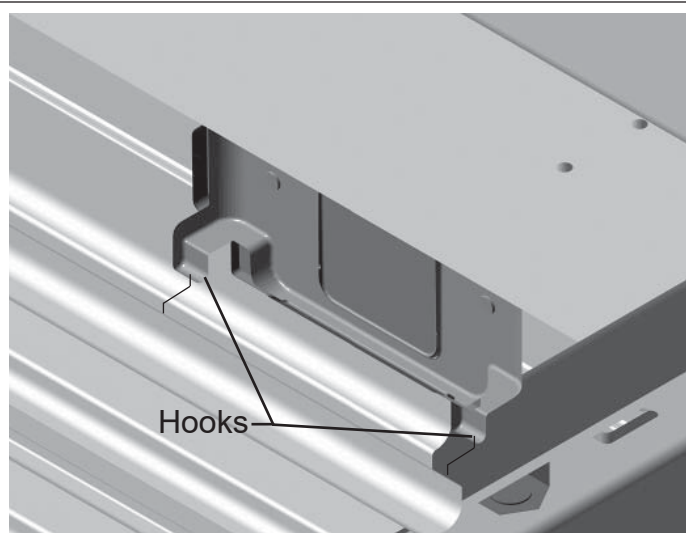
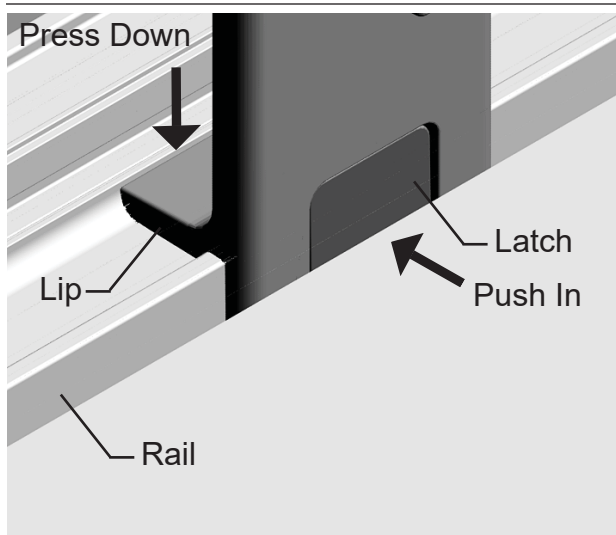
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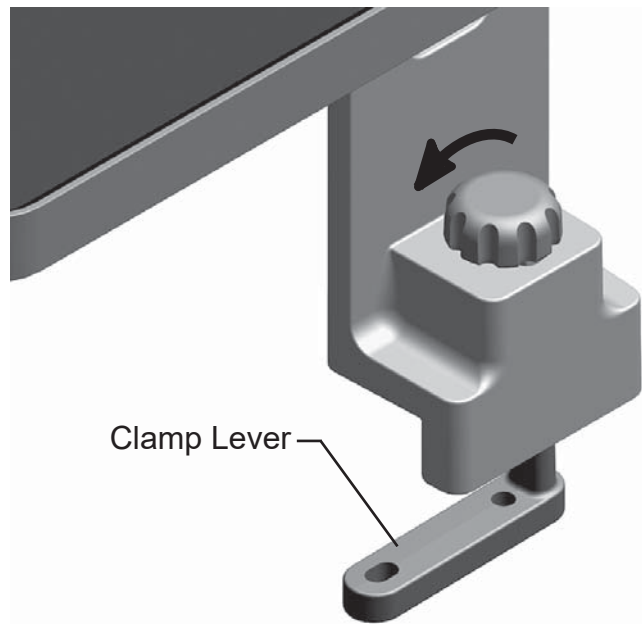
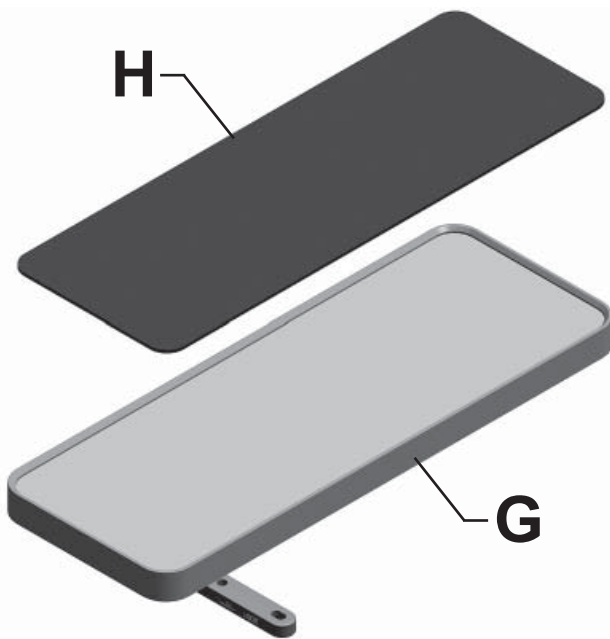


6. Set lip on shelf stanchion onto rail and capturing hooks into groove in rail.
7. Press down on lip. Push in latch to lock onto rail.
8. To reposition shelf, press latch from back side to unlock, lift up and out.

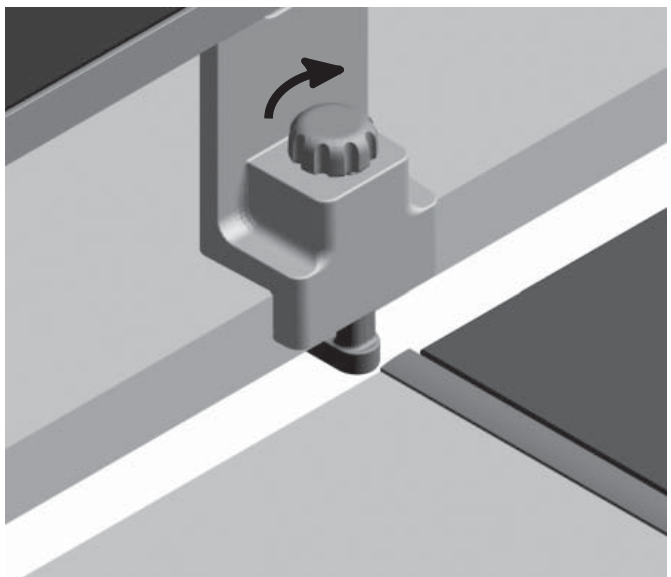
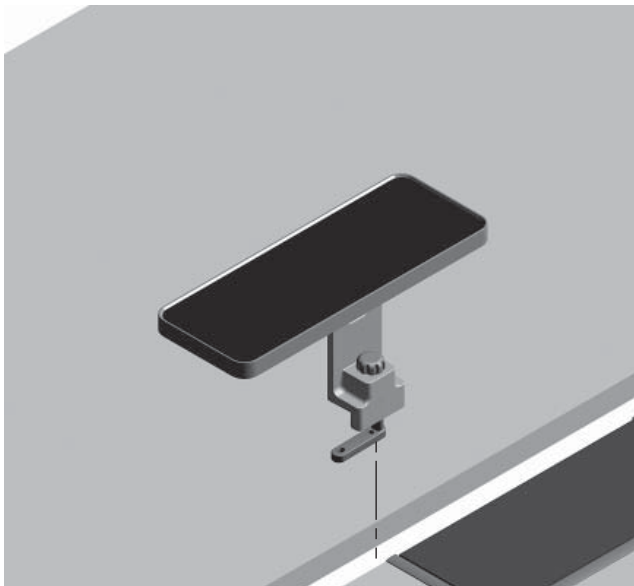
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1. **YT300.SNL:** Remove protective backing from tape on bottom side of filler (H).
2. Align filler with shelf surface (G). Firmly press in place.
3. **YT300.SNL, YT300.SNM, YT300.SBL, YT300.SBM:** Turn knob left to loosen clamp lever and position as shown.



4. Set Shelf assembly at back of work surface. Make sure clamp is tight against back edge of work surface.
5. Turn clamp knob right to move clamp lever into position. Continue turning knob to tighten clamp.

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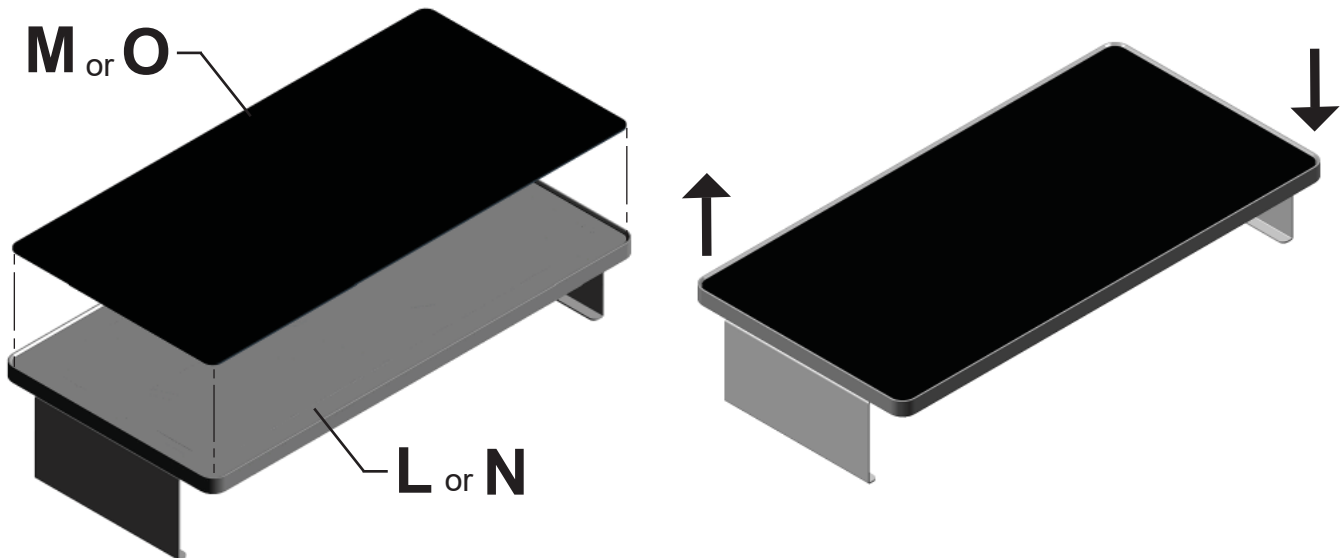
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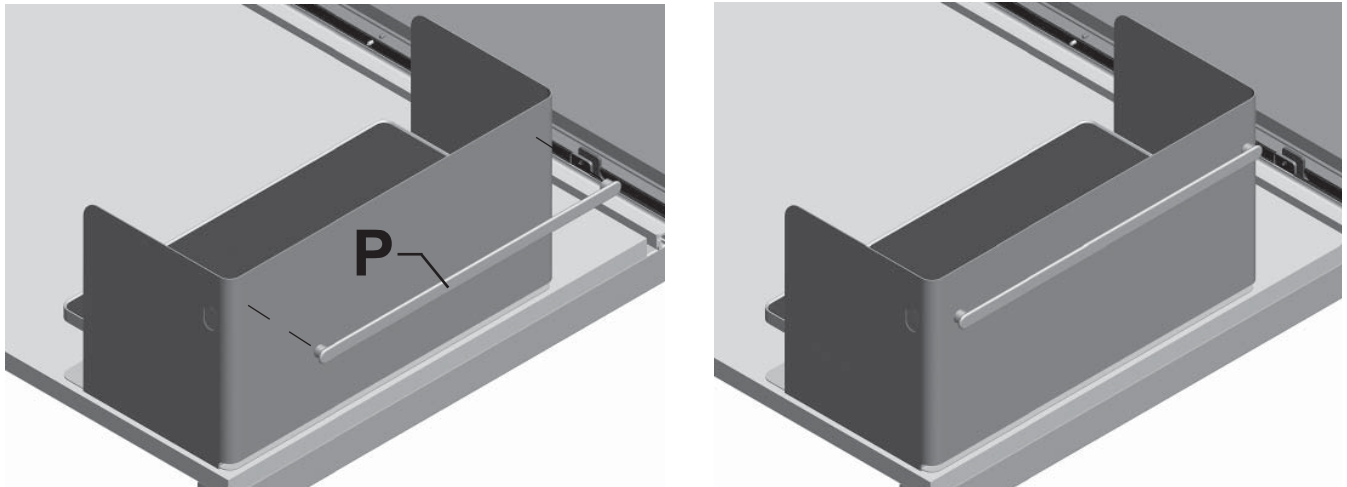
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## YT320. & YT330.



1. Remove protective backing from tape on underside of liner (M) or (O).
2. Firmly press liner into position on shelf (L) or (N).
3. Place platform on surface. It is important that platform set flat on surface. If platform rocks, determine which corner is high, then twist platform slightly in opposite direction until it sets flat.

## YT400.



1. Attach Document Clip (P) onto back of organizer or any flat metal surface where magnets will stick.

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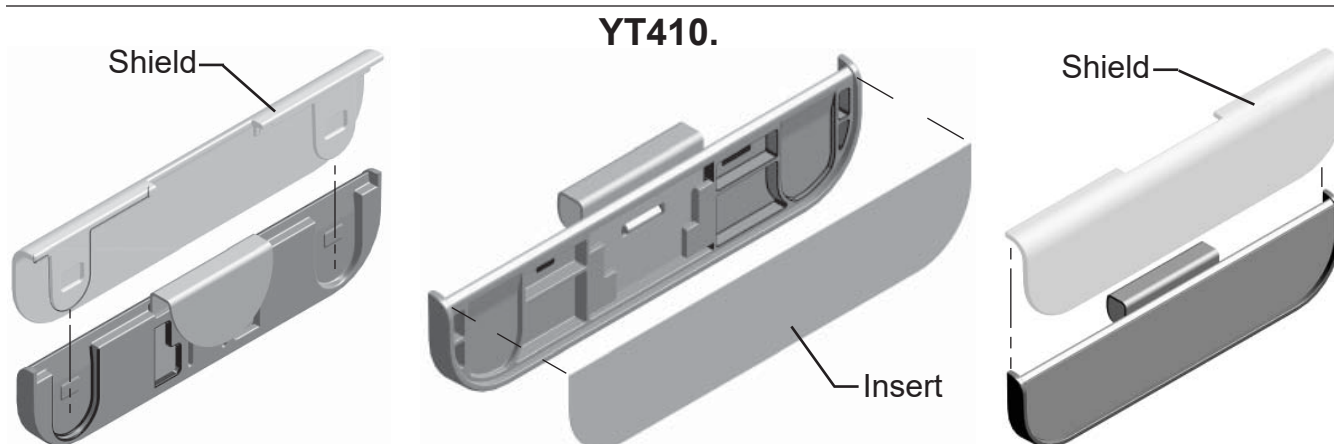
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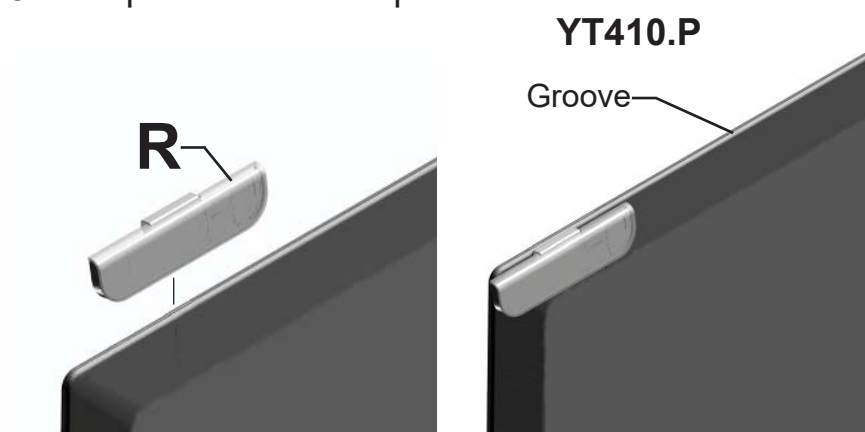
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1. Remove shield from nametag (R) by grasping with both hands and pushing up with thumbs on face of shield at tab locations.
2. Remove insert, return when finished printing name or using customized insert.
3. Snap shield back in place.



4. Press clip on nametag into middle of screen edge. Clip fits into groove in screen.



4. Press clip on nametag into middle of screen edge. Clip fits into groove in screen.

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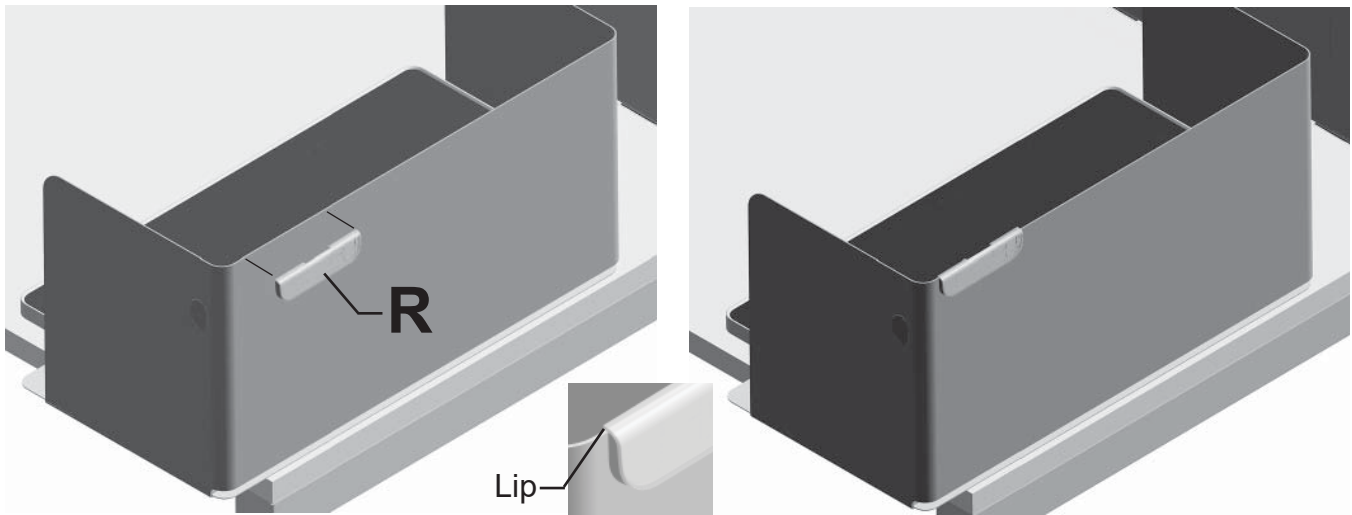
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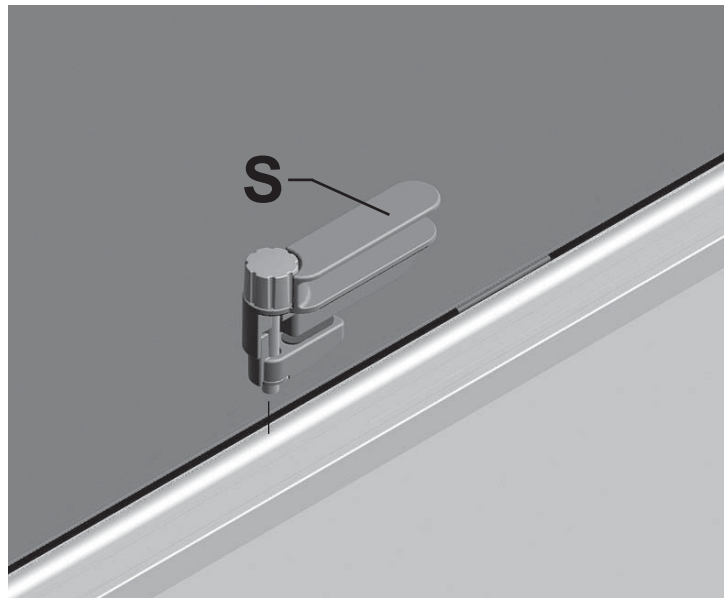
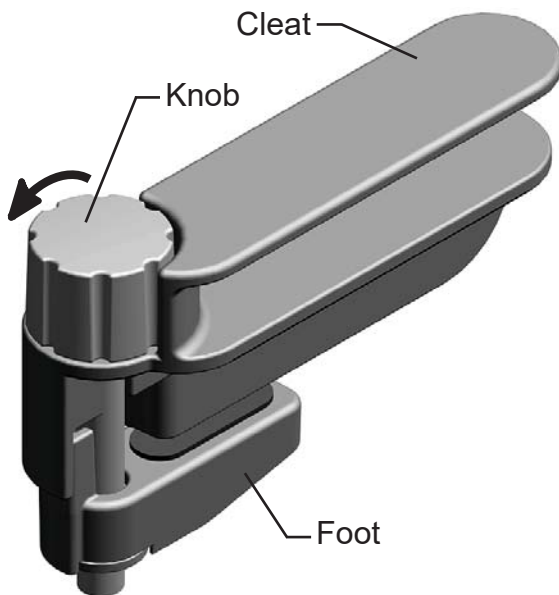


## YT410.M



4. Place magnetic nametag onto metal backdrop on shelf. Let lip on top of nametag rest on top edge of backdrop.

## YT430.

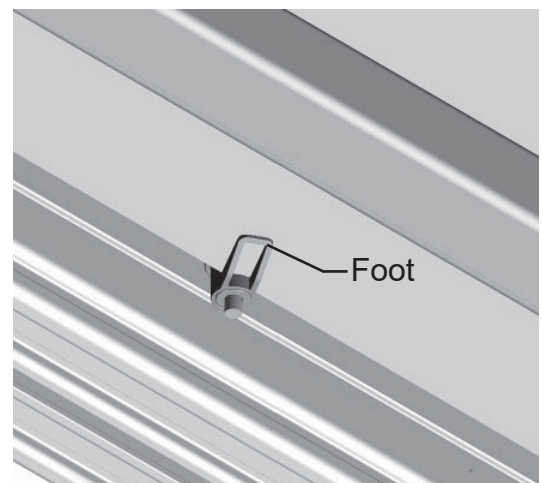
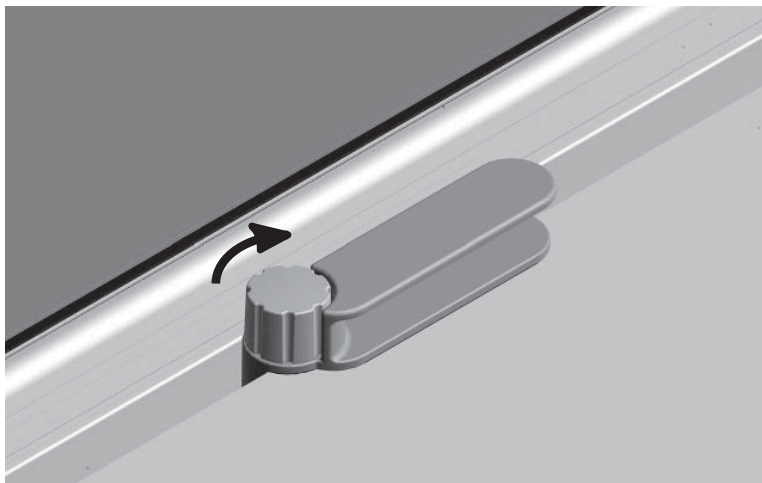


1. Turn Knob while holding foot to open distance between foot and cleat.
2. Align foot with cleat.
3. Position Cord Cleat (S) to back side of work surface.

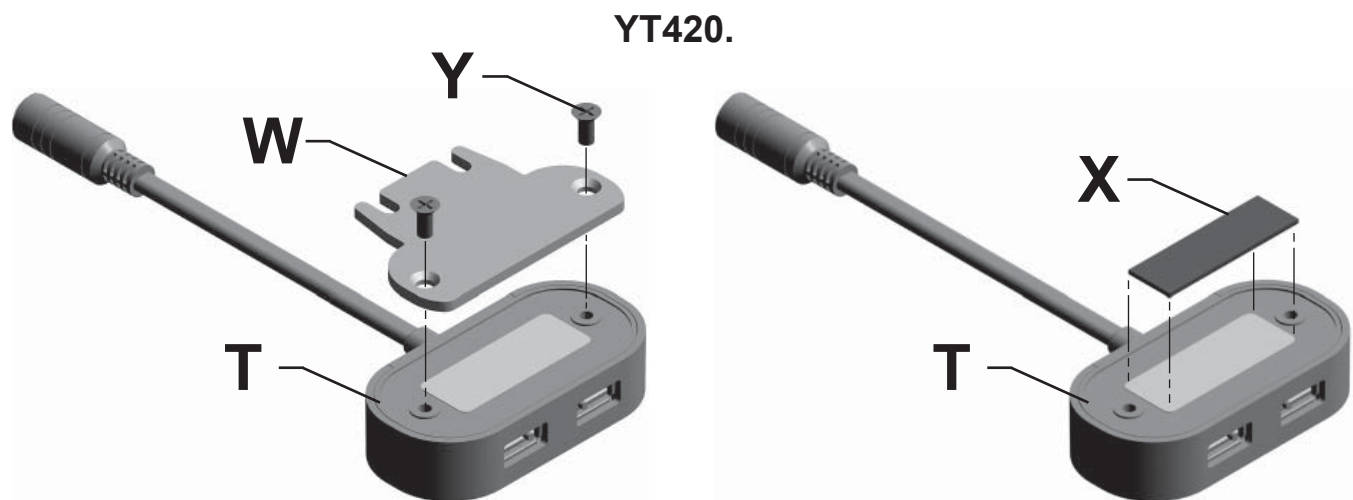
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4. Set Cord Cleat onto work surface and up against back edge.
5. Turn knob until foot rotates to face out toward front of work surface.
6. Hold foot in place. Tighten knob.



- 1a. For mounting USB Power Module onto organizer, shelf or under work surface; attach Puck Plate (W) to USB Hub (T) with 2 flat head screws (Y).
- 1b. For mounting USB Power Module onto top of work surface; remove protective backing from double sided tape (X). Firmly press tape on middle of underside of USB Hub (T).

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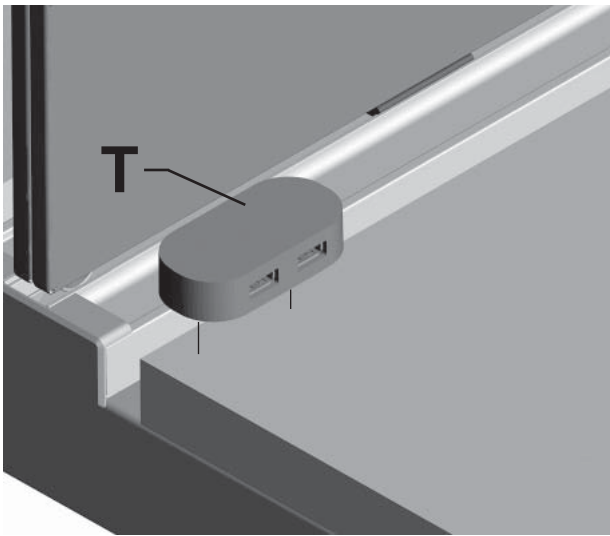
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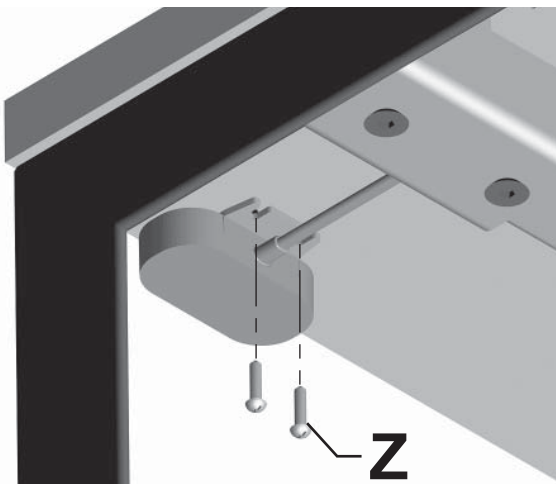
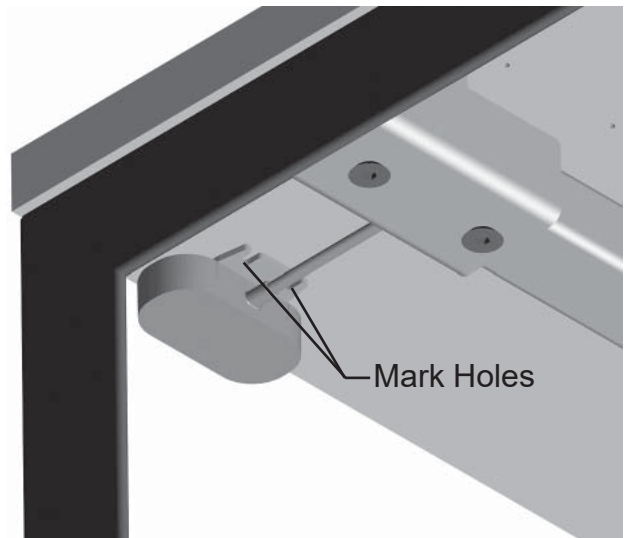
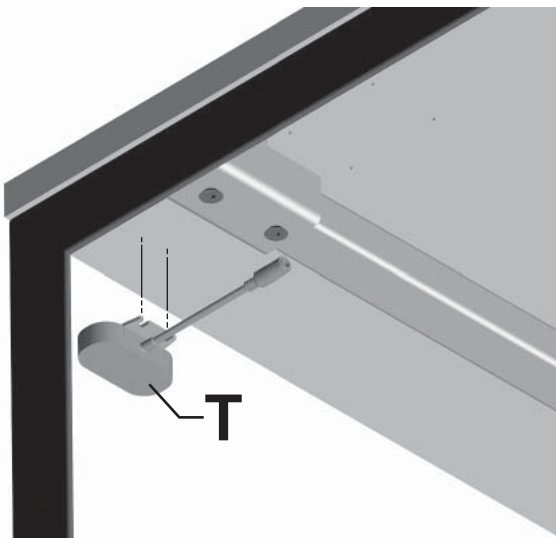
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2. For mounting power module to top of work surface; remove protective backing from tape, feed cord behind back of work surface, firmly press in place.



2. For mounting power module under work surface; position module under work surface, mark hole locations.
3. Set module aside, drill 1/8" diameter pilot holes. Make sure not to drill through work surface.
4. Return module to work surface. Secure in place with 2 pan head wood screws (Z).

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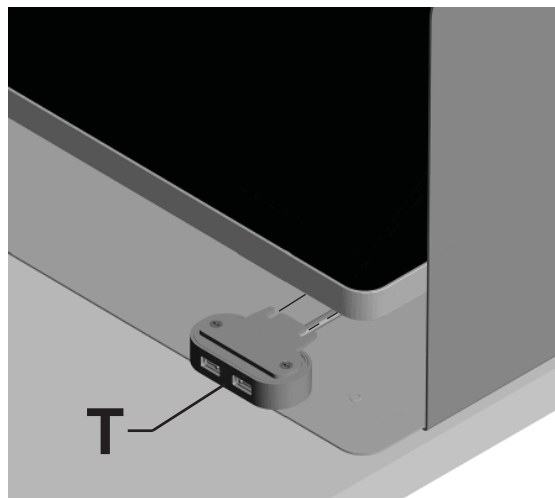
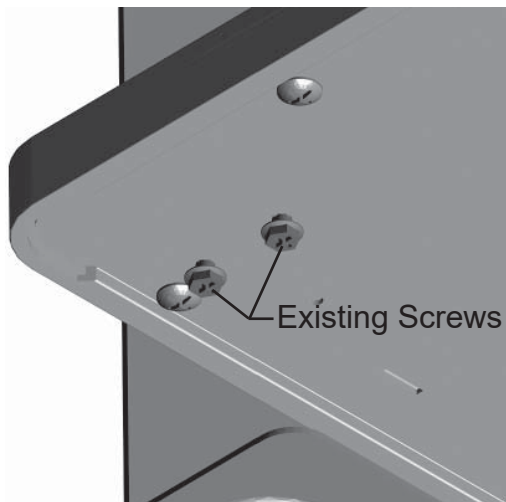
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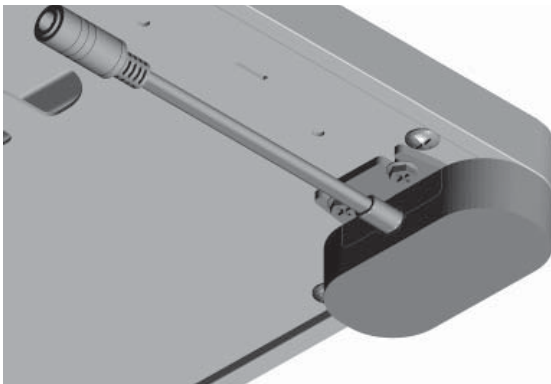
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2. For mounting power module to Organizer; loosen (but not remove) existing screws under shelf with ratchet and 1/4" socket.
3. Slide module in place.



4. Tighten screws.
5. Capture cord in bottom of shelf.



6. Route cord out back corner of organizer.
7. Run cord through gap behind work surface.

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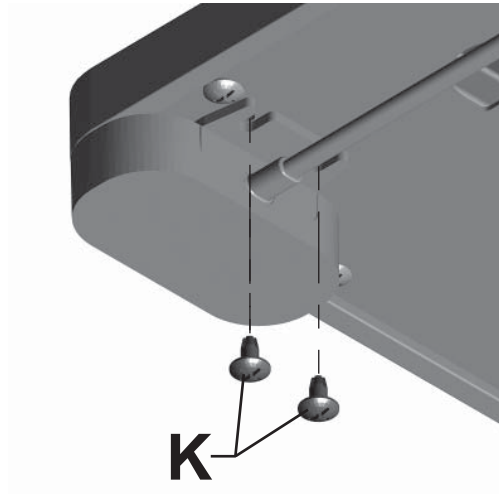
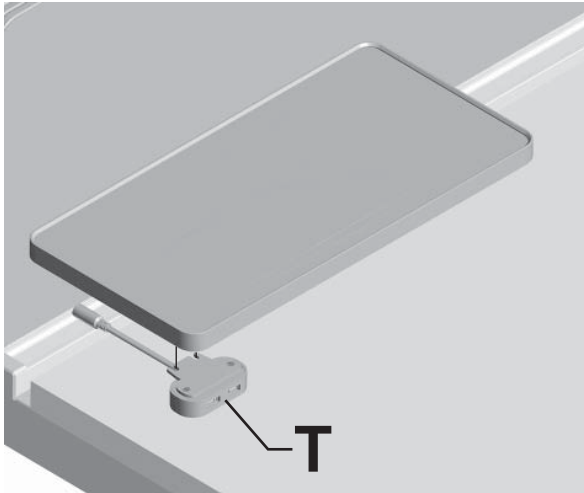
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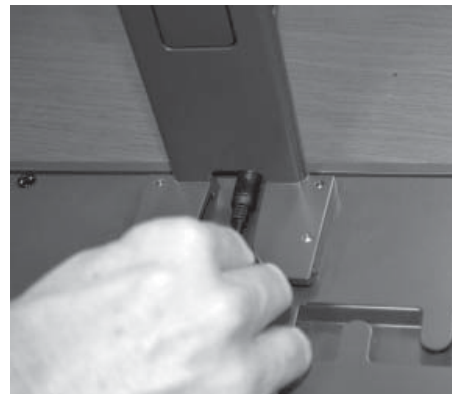
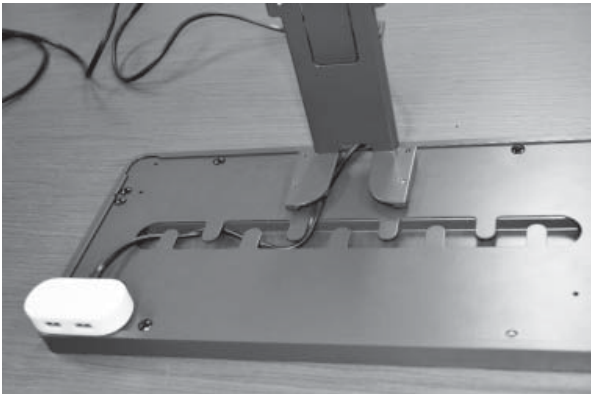
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2. For mounting power module to Shelf; position module under shelf, over screw holes.
3. Secure in place with 2 truss head machine screws (K).



4. Capture cord in bottom of shelf.
5. Route cord through top of post.
6. Pull excess cord through post. Capture cord under flange.
7. Run cord behind work surface.

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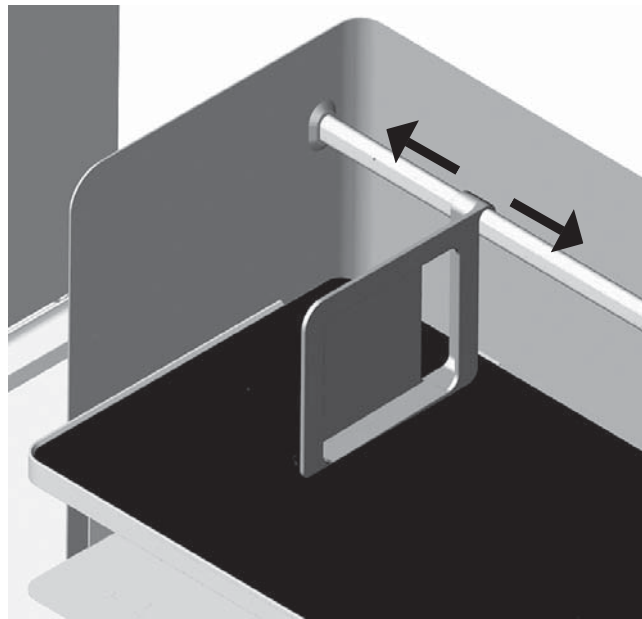
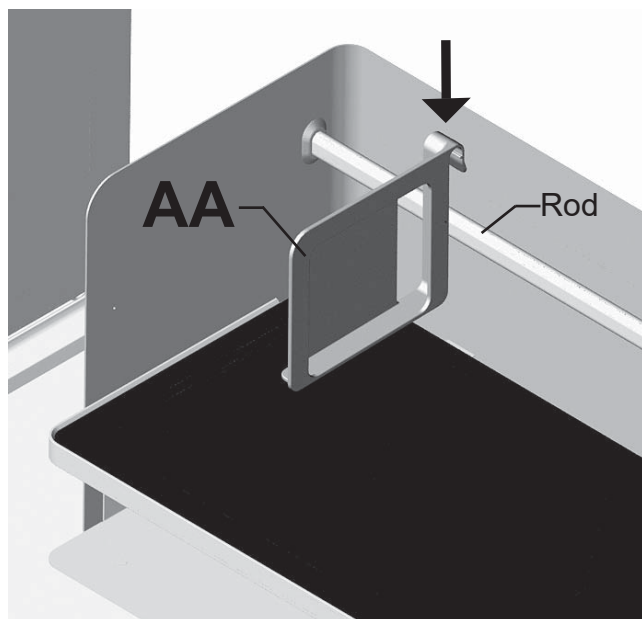
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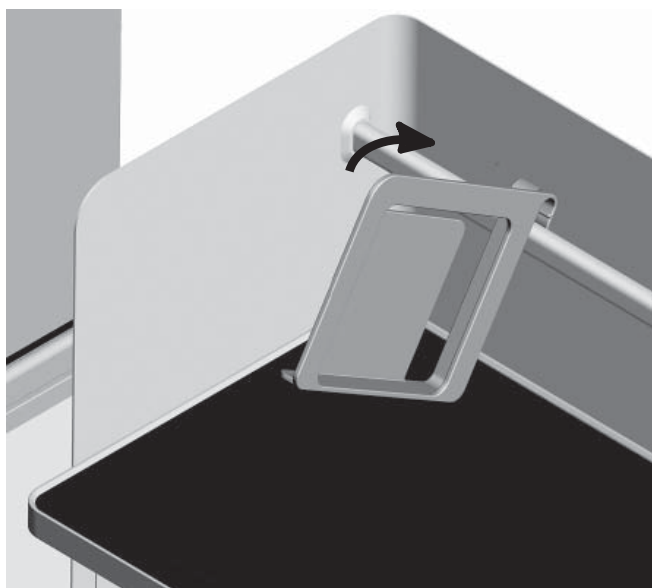
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## YT440.



1. Press Rod Bookend (AA) onto rod on organizer or shelf back drop.
2. To move bookend, lift up slightly, slide to desired position.



3. To remove bookend, lift and rotate up.

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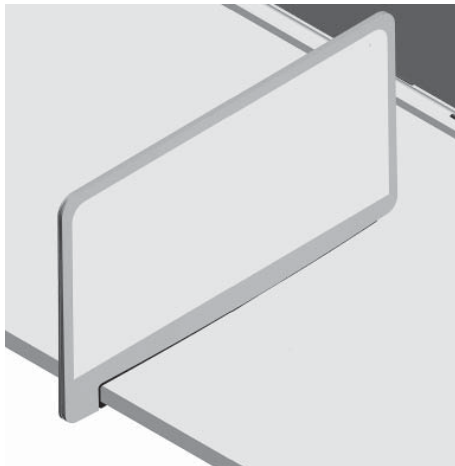
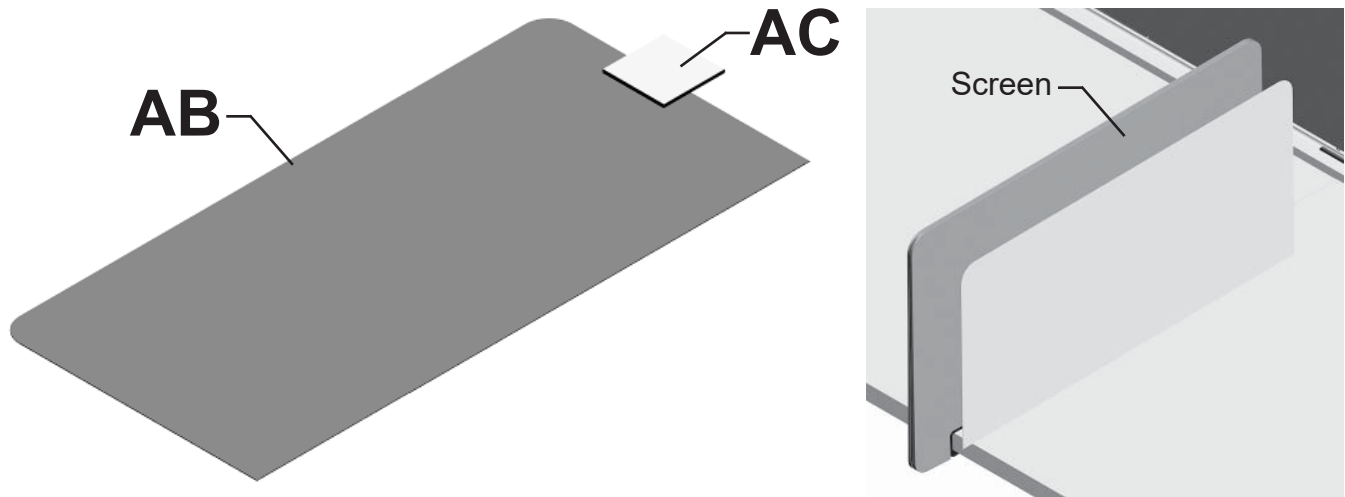
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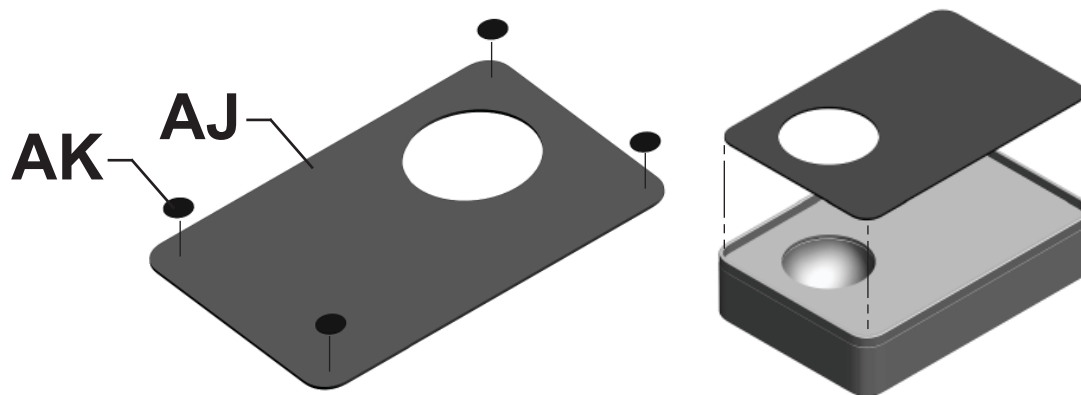
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## YT450.



1. Clean back of marker board (AB) and surface of screen with Alcohol Wipe (AC).
2. Attach to screen. Adjust as needed for desired position.

## YT550.



1. Remove 4 Adhesive Tape Buttons (AK) from protective backer.
2. Firmly press buttons to underside of liner (AJ) at each corner.
3. Remove protective backing from buttons. Firmly press in place on bin or box.

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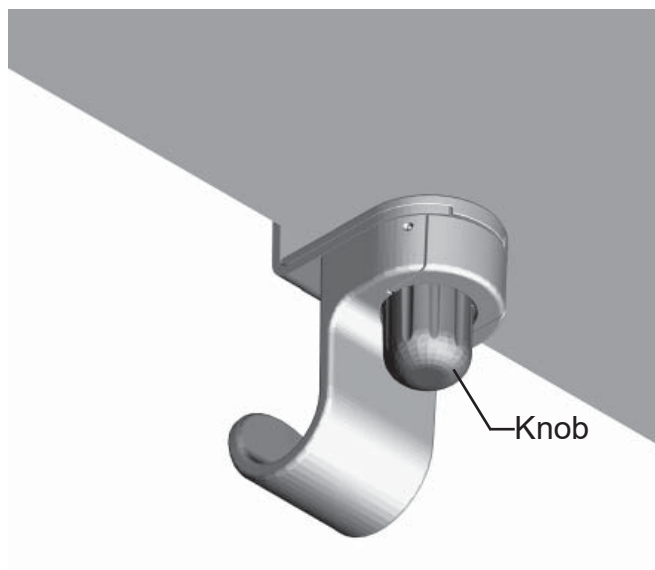
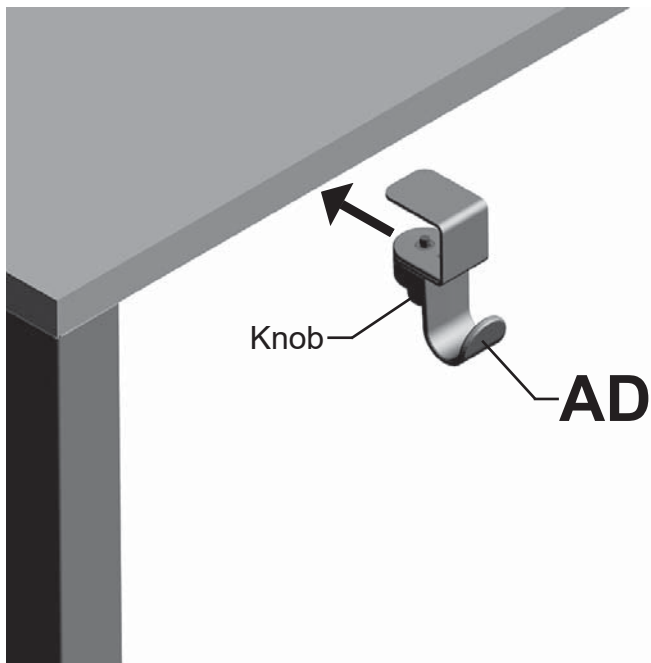
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## YT700.C



1. Turn knob to open clamp on Bag Hook (AD).
2. Place onto table edge. Make sure back of clamp is tight against edge of work surface.
3. Turn knob to tighten clamp.

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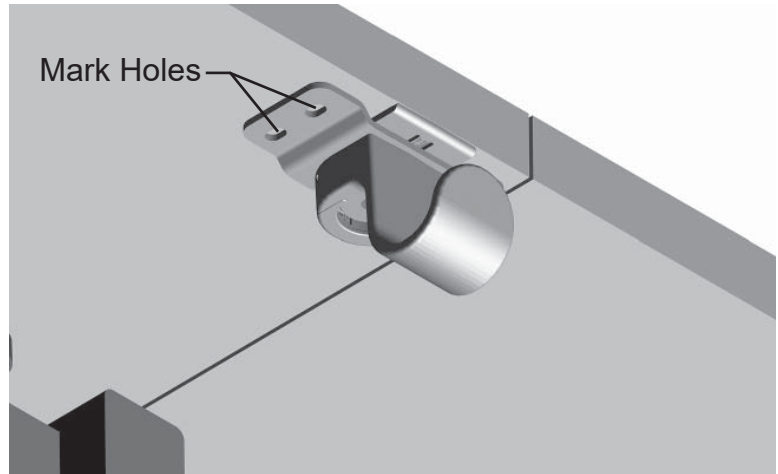
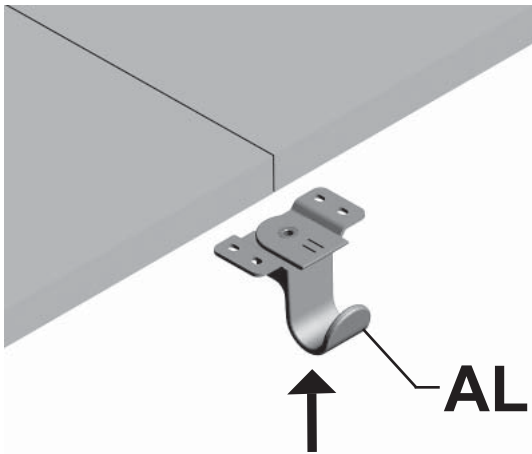
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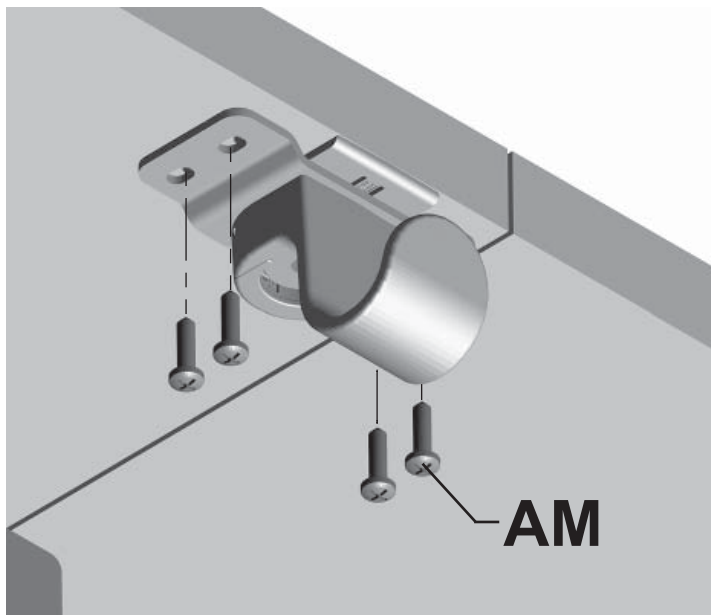
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## YT700.F



1. Position Fixed Bag Hook (AL) under work surface.
2. Mark screw hole locations onto underside of work surface.
3. Remove bag hook. Drill 4 holes. Be careful not to drill through work surface.



4. Return bag hook to position under work surface.
5. Secure bag hook to work surface with 4 pan head screws (AM).

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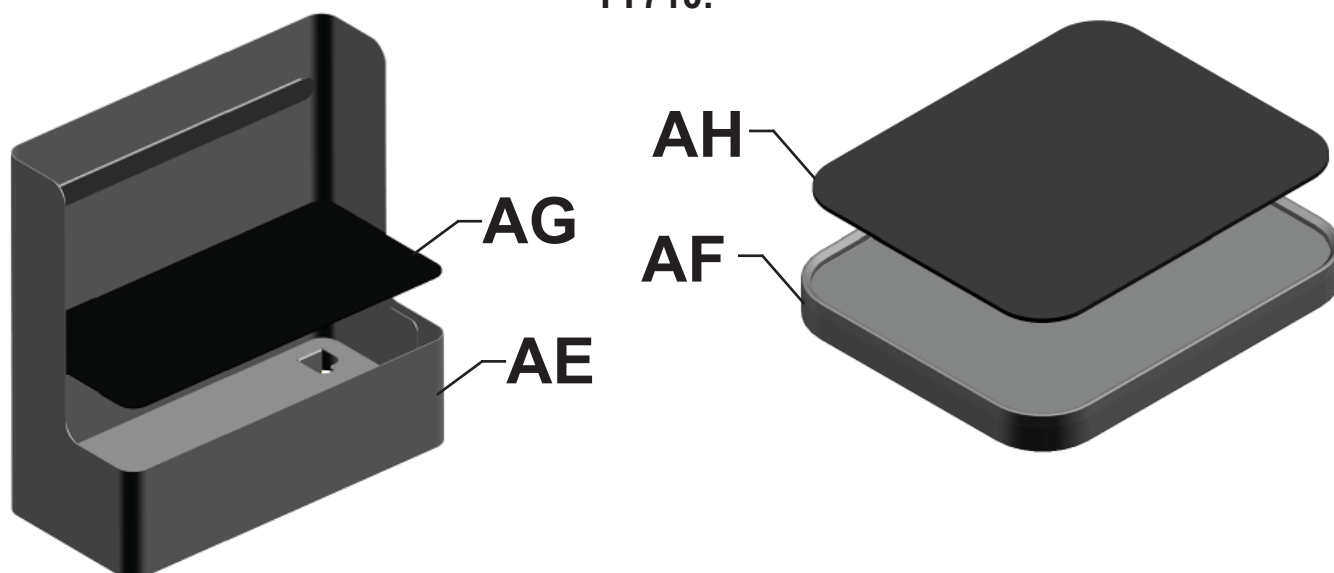
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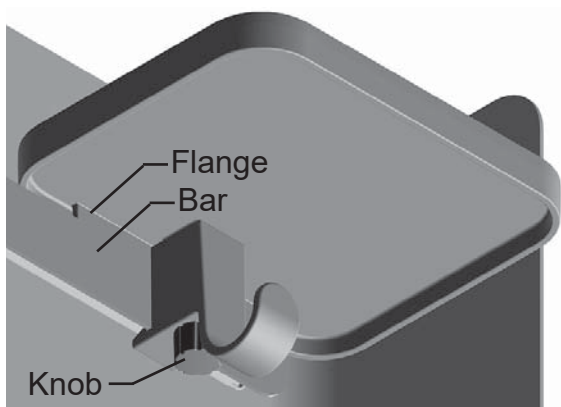
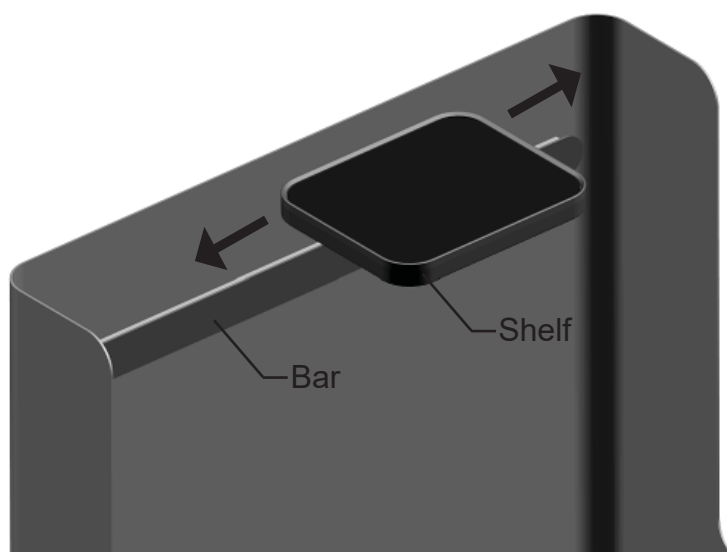
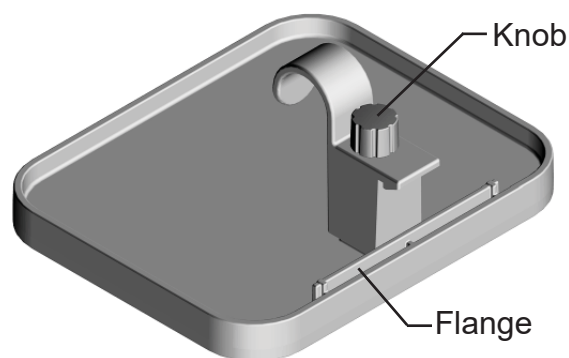
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YT710.



1. Remove protective backing from Base Liner (AG).
2. Position liner onto Bag Catch (AE). Make sure notches on sides of liner are frontward, allowing clearance for joint plates. Firmly press in place.
3. Remove protective backing from tape on underside of Shelf Liner (AH).
4. Carefully position liner onto Bag Catch Shelf (AF).



5. Turn knob to open clamp on shelf.
6. Capture top of bar on bag catch with flange on shelf.
7. Slide shelf along bar to desired location.
8. Tighten clamp with knob.

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## **Disassembly for Recycling:**

### **Materials Identification and Segregation:**

Where possible, plastic components are marked with ASTM recycling codes. Use these codes to identify material type for recycling. Non marked components should be treated as mixed plastic. Ferrous metals can be identified using a small magnet for recycling. Non-ferrous metals should be separated and recycled separately.

To disassemble product, reverse the above installation steps.

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