ZERO TURN

SCANNING PRODUCTIVITY CENTER

Assembly Instructions

Zero Turn Scanning Productivity Center

IMPORTANT SAFETY INSTRUCTIONS

Read all instructions before starting the installation. You will require 2 people to properly setup and safely install this complete system.

Determine the area where you will setup the Zero Turn Scanning Productivity Center. Select the side of the scanner that you want the pole mounted Monitor and Keyboard Tray on, (usually the same side as the computer).

Install the system in the order shown.

UNPACKING INSTRUCTIONS

Carefully open the carton and remove the contents laying out the pieces to protect the surfaces and avoid damage. Check package contents against supplied parts list and pictures to assure that all components were received and are undamaged.

Assemble your Contex IQ Quattro or HD Ultra scanner stand with the scanner support inserts in their highest position.

Do not mount scanner on the stand yet.

Assemble your Zero Turn Scanning Productivity Center as shown, mount it to the scanner stand crossbar. Step 2. Complete Pole Mounted Leg Assembly. Step 3. Mount the Keyboard Tray and Monitor Arm. Step 4. Install monitor, keyboard/mouse tray, comfort pads, Install wireless keyboard & mouse.
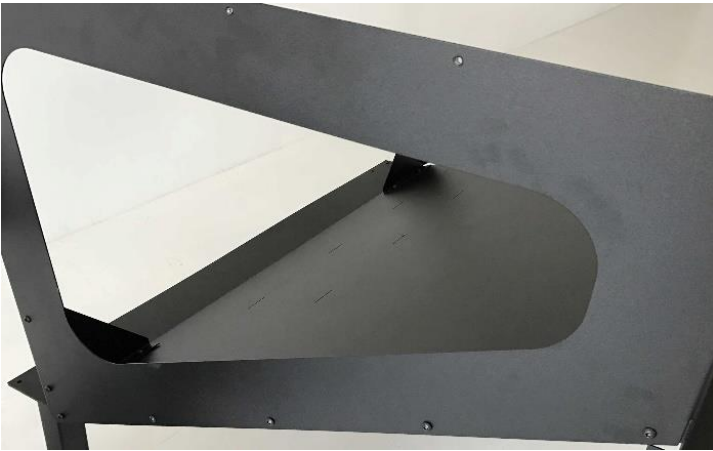
Zero Turn Scanning Productivity Center Parts List:
Bottom Tray, 2 Legs, 2 Support Gussets, 2 Side Panels, Top, 2 Magnetic Paper Stops, (36) 1/4"-20X3/8" screws.

ASSEMBLY REQUIRES 2 PEOPLE TO SAFELY INSTALL

Screw in Legs to Bottom Tray using (8) 1/4"-20X3/8" screws. Lift & center Bottom Tray over scanner stand crossbar (as shown on left). Screw in Left and Right Support Gussets into Bottom Tray using (4) 1/4"-20X3/8" screws (as shown on right), before attaching the sides.

Screw in Side Panels to Bottom Tray and Gussets using (7) 1/4"-20X3/8" screws per side, (Side Panels have "U" shaped stiffeners that face to the inside).

Place Top over Side Panels. This will help support the top on this part of the installation. Screw Top into Side Panels using (5) 1/4"-20X3/8" screws per side. Magnetic Paper Stops can be placed at any locations you need to stop and stack documents as you scan them. The laser cutout guides in the Bottom Tray are at 25" and 31" from top edge where the documents exit the scanner. This is to assist you with properly positioning the Magnetic Paper Guides for 36"x 24" and 42" x 30" documents.

Pole Mounted Leg Assembly Installation:

Pole Mounted Leg Assembly Parts List:
Inner Collar, Outer Collar, Monitor/Keyboard Tray Support Bracket Pole, (10) 1/4"-20X3/4" screws. Determine pole side placement (usually the same side as PC).

Attach the inner collar around the scanner stand leg so that it faces out. Attach the outer collar, with rectangular tube facing out to the inner collar using (6) 1/4"-20X3/4" screws (as shown to the right).
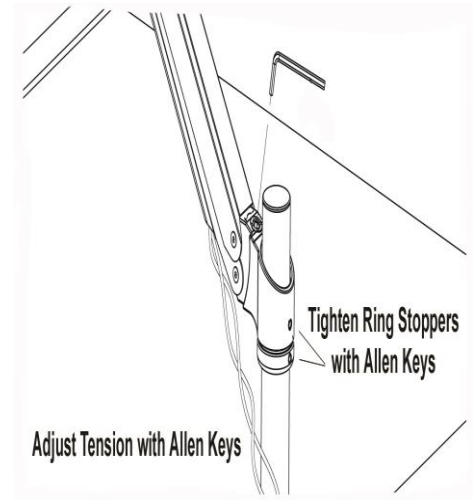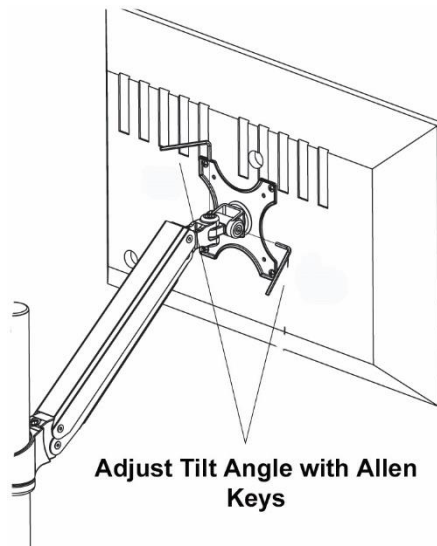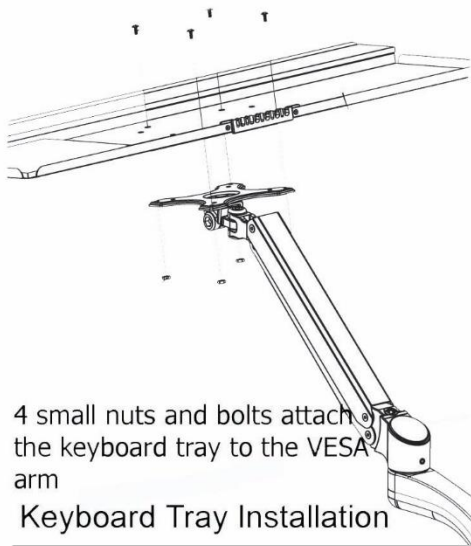
Attach Support Bracket Pole to outer collar (as shown to the left), using (4) 1/4"-20X3/4"screws.

Gas Spring Keyboard/Mouse Tray with Arm extension, Gas Spring Monitor Arm, Monitor, Wireless Keyboard and Mouse can now be safely installed.

Gas Spring Pole Mounted Keyboard Tray & Monitor Arm Parts List:
2 Stainless Steel Stopper Rings, Keyboard Tray with Mouse Pad and Comfort Wrist Pad, Pole Mounted Gas Spring VESA Arm with extension for Keyboard Tray, Pole Mounted Gas Spring VESA Monitor Arm, 3 Pole Mounted Cable Clips, 4 Thumb Bolts for attaching 22" Monitor to VESA Plate, 4 each Nuts & Bolts to attach Keyboard Tray to VESA Plate, 2 Allen keys to loosen/tighten Stainless Steel rings and Gas Spring arms to Pole. 2 Allen keys to adjust the tension and angle of Keyboard Tray and Monitor allowing for easy positioning.

Gas Spring Arm
for Monitor

Stopper Ring

Keyboard Mouse Tray

Gas Spring Arm
with Extension Arm

Stopper Ring

4 small nuts and bolts attach
the keyboard tray to the VESA
arm
Keyboard Tray Installation

Adjust Tilt Angle with Allen
Keys

Tighten Ring Stoppers
with Allen Keys

Adjust Tension with Allen Keys

Step 1: Loosen with Allen key and slide either stainless steel stopper ring onto pole approximately 10" down from top. Temporarily tighten in place with Allen key, Step 2: Slide keyboard tray with extension arm onto pole down to stainless stopper ring and temporarily lock into place with Allen key. Step 3: Mount keyboard tray to VESA plate with nuts and bolts per diagram on left. Step 4: Place 2ⁿᵈ loosened arm stopper ring on pole for monitor and temporarily lock into place with Allen key. Step 5: Slide loosened gas spring arm for monitor on to pole down to stopper ring and temporarily lock into place with Allen key. Mount monitor to VESA plate with 4 thumb bolts. Step 6: Using the two larger Allen keys adjust the angle, torque, tension and rotation of the gas springs for Keyboard Tray and Monitor. If keyboard & monitor can't stay in the lower position, turn the screw clockwise (-). If keyboard & monitor can't stay in the higher position, turn the screw counter clockwise (+). Keep turning until monitor position can be angled, raised and lowered easily. Step 7: Use smallest Allen key to lock stopper rings and arm rings in place on pole at your desired positions. Step 8: Use cable clips if desired. Step 9: Place wrist comfort pad and mouse pad on tray, Install the included wireless keyboard and wireless mouse.

Mount Scanner to Stand.

Enjoy your Zero Turn Scanning Productivity Center