Note:

- It is recommended if the grommet is specified to be installed into a work surface, the work surface is first attached to its corresponding upholstered spine prior to installing the power or USB grommet.
- For ease of grommet installation and making the electrical connections, it is recommended the electrical grommets are installed prior to ganging units together.

Two Methods of Installing the Power/USB Grommets

A. Assembly into an Upholstered Spine without a Work Surface.

B. Assembly into a Work Surface attached to an Upholstered Spine
Option A - Assembly Method into Upholstered Spine (without a work surface attached)

1. Insert the designated Power or USB grommet into the cutout opening on the top of the Upholstered Spine. See Illustration below:

2. Align the power or USB grommet in the hole into the desired position. With a sharp pointed pick puncture through both the upholstery and foam locating the prebored hole in the top of the upholstered spine. Punctured through the two attachment hole locations in the power or USB grommet metal plate. See illustration below:
Assemble Instruction

Work Surface Assembly

3. Insert the two #8 X 3/8” Flat Head Phillips Drive Screws. Check to make certain the simplex plug or USB is installed in the correct desired orientation prior to moving to the next step. See illustration below:

   Insert the two screws very slowly so that the upholstery cover and foam are not damaged.

4. Align tabs in the plastic cover with recess openings in the grommet metal attachment ring. Then snap the plastic cover plate into place. See illustration below:

   The plastic cover when snapped into place is permanently attached. It is not able to be removed without damaging the part.

5. Make electrical connections per the assembly instructions included with the Electrical Kits and Power Entry Kits.

Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call National Customer Service.
Option B - Assembly Method into Work Surface attached to an Upholstered Spine

1. The work surface should be attached to spine prior to installing the power/USB grommets per the installation instructions included with the work surface top. Make certain the grommet cut out holes in the work surface align with the hole in the upholstered spine to allow the power/USB grommets to be inserted without interference. If interference does occur, reposition the work surface with the upholstered spine so the power grommet freely passes through the cut out holes in both units. See Illustration below:

2. Insert the designated Power or USB grommet into the cutout opening in the desired orientation on the top of the work surface. Align the embossed dimples bottom side of the Power/USB grommet metal ring with small holes in the work surface. See Illustration below:

3. Install the two #8 X ¾” Flat Head Phillips Drive Screws securing the power/USB grommet into location. Check to make certain the simplex plug or USB is installed in the correct desired orientation prior to moving to the next step.

Do not overtighten screws or the screw heads may twist off. See Illustration below.

Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call National Customer Service.
Assemble Assembly

Work Surface Assembly

4. Align tabs in the plastic cover with recess openings in the grommet metal attachment ring. Then snap the plastic cover plate into place. See illustration below: 

**CAUTION**

The plastic cover when snapped into place is permanently attached. It is not able to be removed without damaging the part.

5. Make electrical connections per the assembly instructions included with the Electrical Kits and Power Entry Kits.