

Assembly Instructions for #5630 Medication PalWOW

Before assembling, please familiarize yourself with all the parts and check to make sure you have all the parts as listed below.



A & B - The box in which your workstation is delivered contains two smaller boxes. It also contains the workstation base and surface.



C - Interior Box 1 contains five individually wrapped casters (two locking casters and three free wheeling casters) and the center column. Interior Box 2 is an empty filler box.

The accessories for the Medication PalWOW are packaged separate from the Basic PalWOW.

D - LIST OF CONTENTS:

- Accessory Block and Plate
- Utility Basket
- Sharps Container
- Sharps Hanger
- Glove Box Clip
- Glove Box Holder
- Cassette Housing
- Cassette Mounting Plate
- 10 Individual Bins





Step 1.

Insert the center column into the base by placing the pegged portion of the column into the bushing on the base and firmly pushing down to secure the column in place.



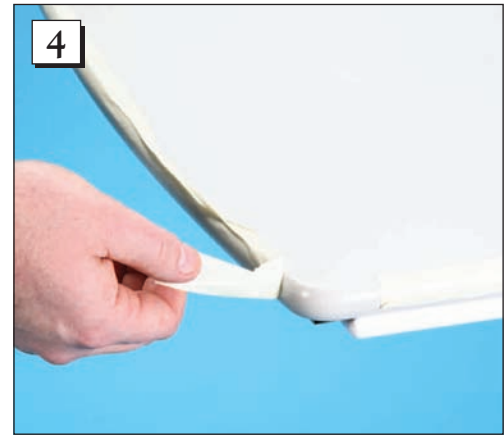
Step 2.

Turn the column and base on their side and push a single caster into each leg of the base. Snap into place.

Completed base.



Step 3.
Place the workstation surface upside down on the ground and remove the covering.



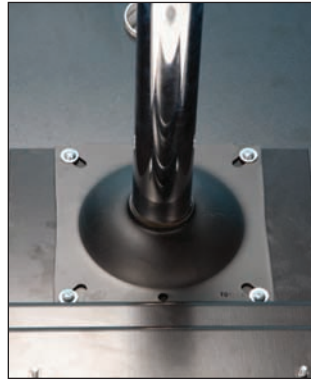
Step 4.
Peel off the protective edge film.



Step 5.
Using a Phillips screwdriver, completely remove the four screws and washers from the center column plate on the underside of the workstation surface. Set the center column plate aside.



Step 6.
Locate and position the black steel cassette mounting plate onto the underside of the workstation surface, making sure to match the hole pattern of the center column plate. Make certain the bolts are facing up with the bolts against the white slide-out tray on the workstation surface.



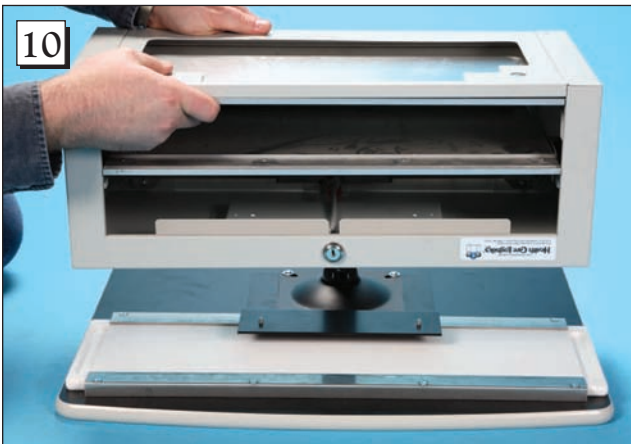
Step 7.
Replace the washers and screws removed in Step 5. You are now ready to attach the cassette.



Step 8.
Unpack cassette.



Step 9.
Reach inside the top of cassette and remove the nuts from the underside of the cassette top using a 3/8" open-end wrench. This will cause the black rubber cassette handle to loosen and dismount. The handle can be discarded, as it is not used for assembly of this unit.



Step 10.
Turn the cassette on its top and line up the bolts from cassette mounting plate with holes on the cassette top where the handle was located.



Step 11.
Replace the nuts removed in Step 9. Wrench tighten to prevent the cassette from moving. The cassette is now securely attached.



Step 12.
Turn the workstation with the cassette right side up and place it onto the center column by using firm pressure to secure the surface to the column.



Step 12.
Load the bins into the cassette by sliding the individual bins into the grooves on the cassette's interior.



Step 13.
Remove products from packaging.



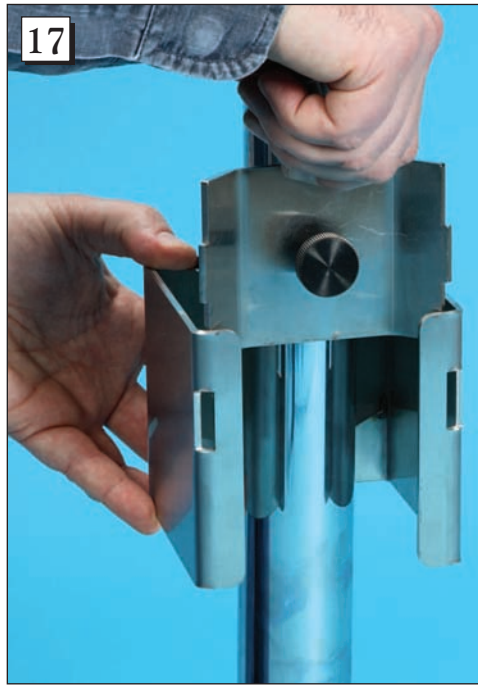
Step 14.
Locate the Accessory Block and Plate. Remove cardboard from interior of Accessory Block.



Step 15.
Fit the three-sided Accessory Block around the center column of the workstation.



Step 16.
Loosen the screw on the Accessory Block Plate.



Step 17.
Working from top to bottom, slide the plate down into the open side of the block until it fits into the grooves on the block. Once the plate is in place, secure firmly into place by tightening the knob. The Accessory Block is now secure.



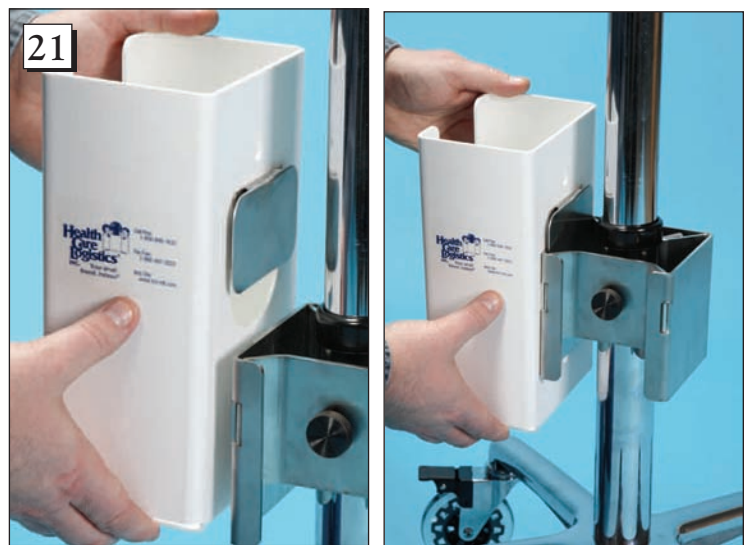
Step 18.
Locate the White Glove Box Holder and Metal Clip.



Step 19.
With the flat side of the clip facing outward, feed one side of the clip back into the U-shaped groove on the back of the Glove Box Holder. Work the plastic on the holder onto the clip until both sides of the clip back are securely inside the U-shaped portion of the holder. This step may take several tries.



Step 20.
With the clip attached to the holder, slide the clip to the top of the U-shaped groove on the back of the glove box holder.



Step 21.
Guide the clip onto one of the three flat sides of the Accessory Block and push down into place.



Step 22.
Locate the Sharps Bracket.



Step 23.
Guide the double grooves of the bracket onto one side of the Accessory Block and push down into place.



Step 24.
Insert Sharps Container into bracket.



Step 25.
Locate the Utility Basket.



Step 26.
Using the preassembled clips as a guide, slide the Utility Basket onto the final remaining side of the Accessory Block. The curved shape on the bottom of the basket will fit around the center column.



NOTE: We recommend placing the Glove Box Holder and Utility Basket on opposite sides of the center column for best fit.



To adjust height upward: Push down on the circular foot pedal height adjustment and the surface rises automatically.



To adjust height downward: Push down on the circular foot pedal height adjustment and apply pressure to the surface until the desired position is located and release foot pedal.

