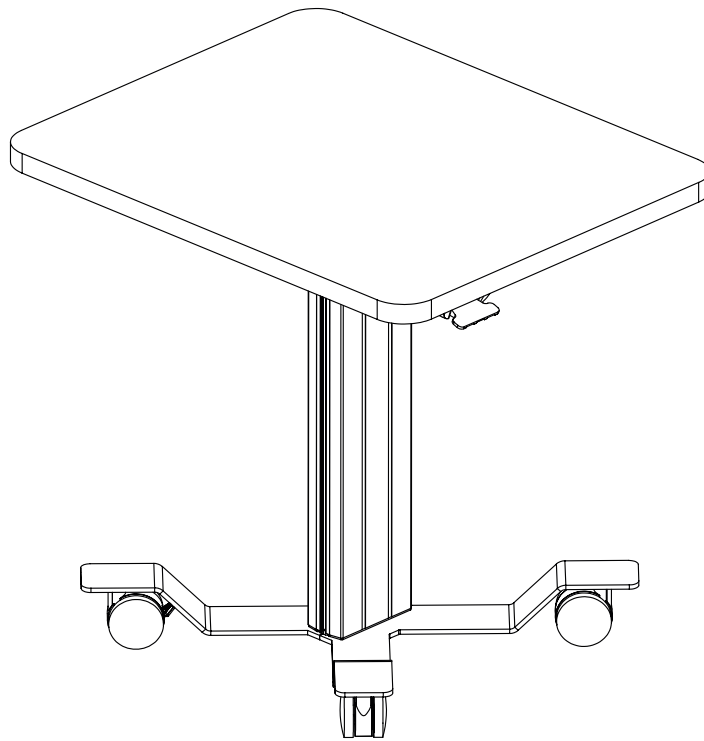




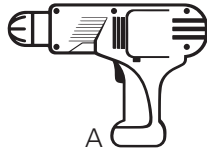
Arriba X-Base Assembly Instructions



Warranty: raproducts.com/resources/warranty

Tools Required for Assembly

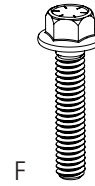
- A. Power Driver with Adjustable Torque
- B. #2 Square Head Driver Bit
- C. 3/8" Hex Driver, Wrench, or Socket Wrench



You may find it helpful to also have a small piece of wood and a rubber mallet. This will be helpful for step 5.

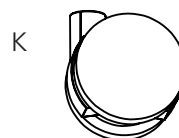
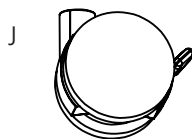
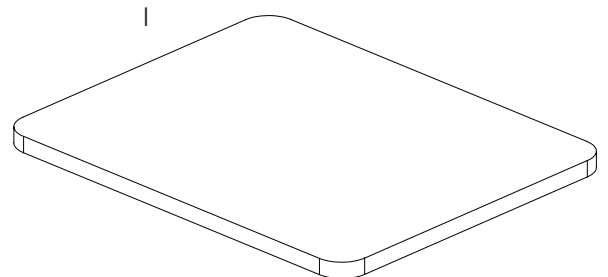
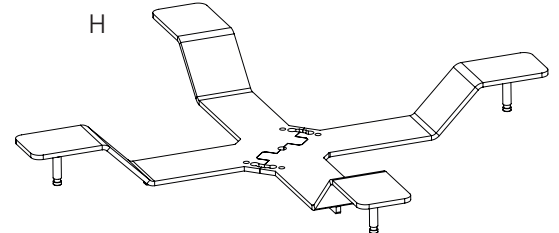
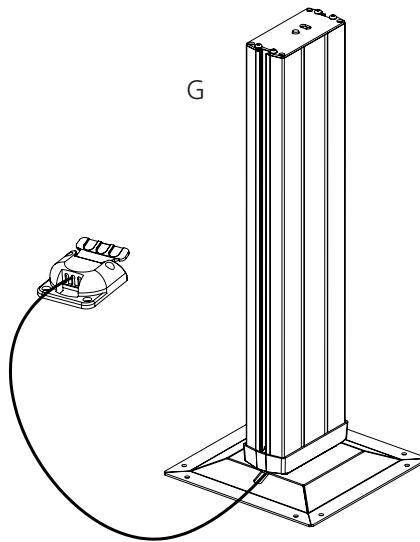
Hardware Included for Assembly *(may have extra)*

- D. 5/8" Washer Head Wood Screw **x14**
- E. Cord Clip **x2**
- F. 1/4-20 x 1 1/4 Hex Head Flange Bolt **x4**



Parts

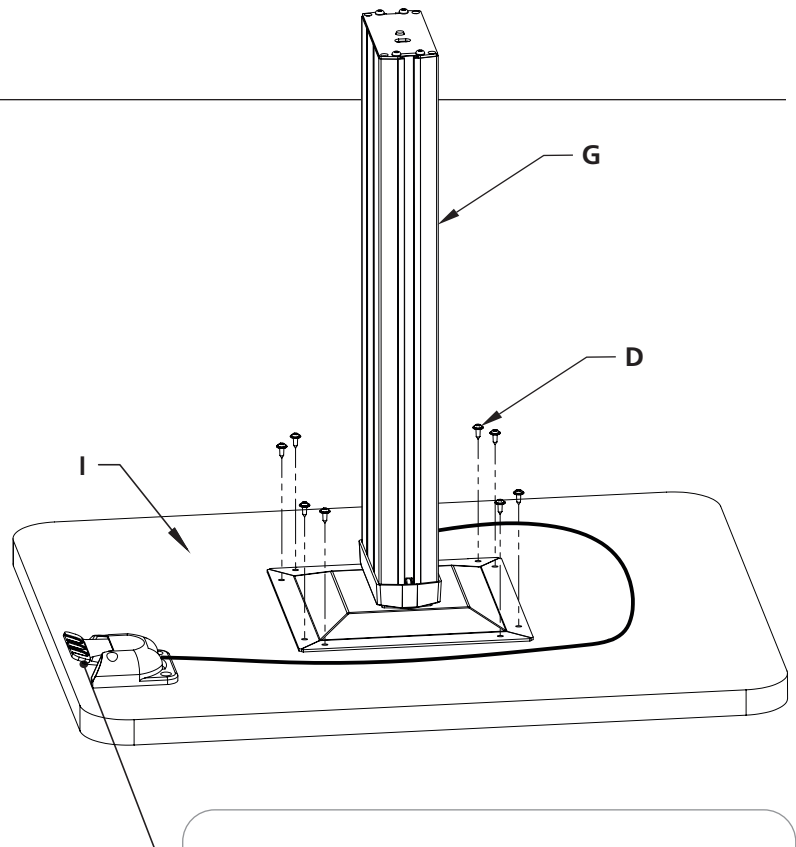
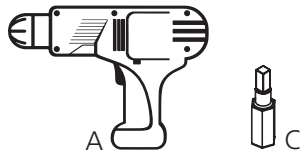
- G. Column Assembly **x1**
- H. X-Base Assembly **x1**
- I. Worksurface **x1**
- J. Locking Caster **x2**
- K. Non-Locking Caster **x2**



Step 1

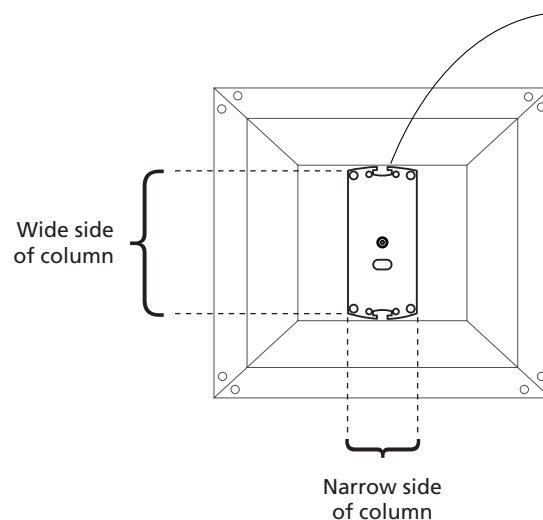
- Carefully, place the worksurface (I) on a protected, flat surface with the pilot holes facing upwards.
- Gently, place the column assembly (G) onto the worksurface (I). Align the holes.
- Pay special attention to the column orientation. The narrower side of the column should be parallel to the user side of the worksurface. See the image at the bottom of the page for reference.
- Secure the column assembly (G) to the worksurface (I) using eight washer head wood screws (D).
- Do NOT fully tighten the screws (D) until all eight are inserted.

Important: Please be aware that 5/8" screws are provided. If your worksurface is 5/8" or thinner, you will need to supply your own hardware.



**DO NOT PUSH THE RELEASE PADDLE.
IF PUSHED, THE COLUMN WILL
RAPIDLY RISE.**

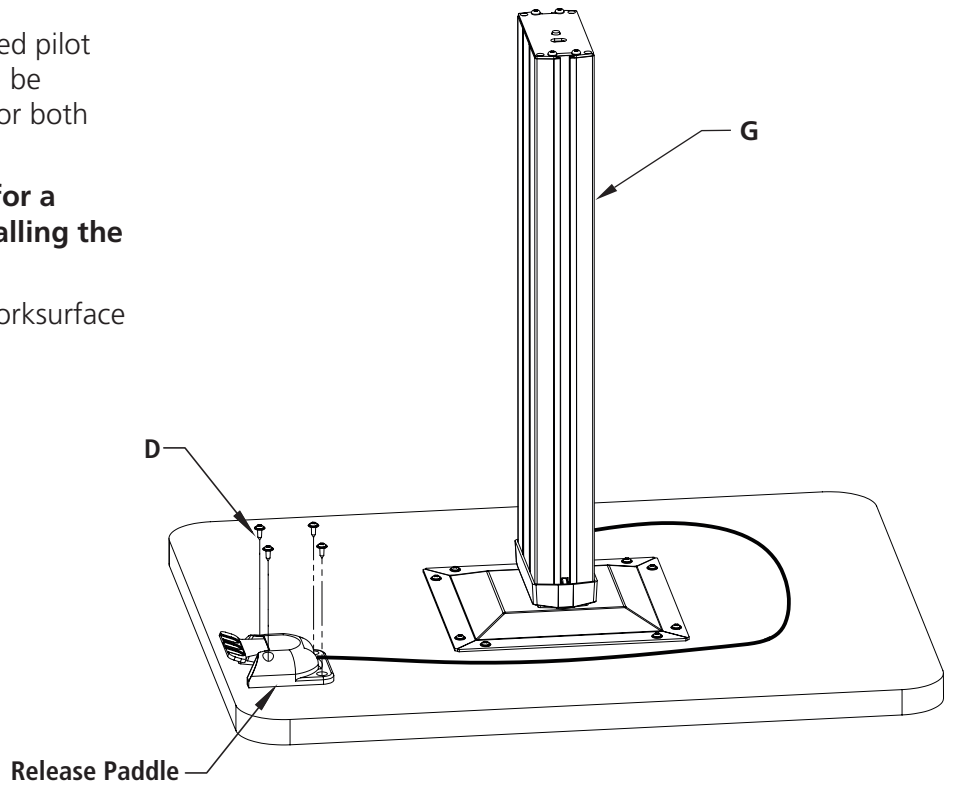
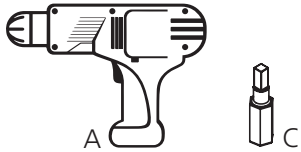
showing underside of worksurface



User Side

Step 2

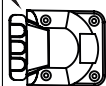
- Align the release paddle with the pre-drilled pilot holes on the worksurface. The paddle can be mounted on the left or right (pilot holes for both locations provided).
- **If this is being used as a nesting unit for a teacher's desk, see page 8 before installing the release paddle.**
- Once aligned, secure the paddle to the worksurface using four washer head wood screws (D).



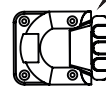
**DO NOT PUSH THE RELEASE PADDLE.
IF PUSHED, THE COLUMN WILL
RAPIDLY RISE.**

showing underside of worksurface

Place release
paddle here for
RIGHT HAND
position when
desk is upright



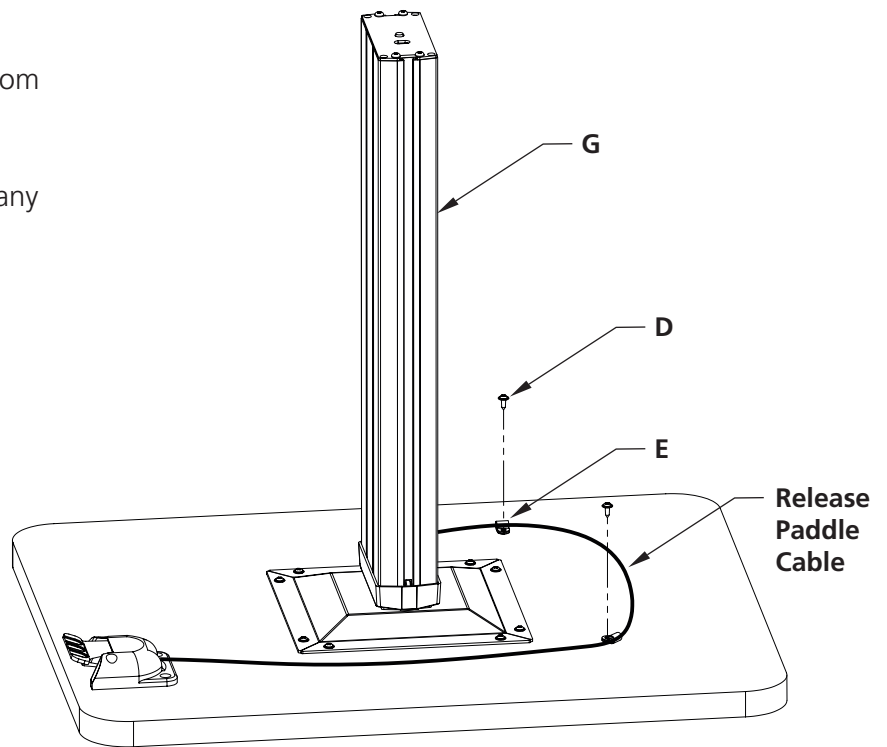
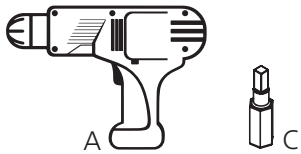
Place release
paddle here
for LEFT HAND
position when
desk is upright



User Side

Step 3

- Snap the two cord clips (E) onto the release paddle cable. The clips will prevent the cable from drooping when the desk is rightside up.
- Place the clips along the cable at your desired location. Be sure that the cable does not have any sharp bends.
- Secure each clip (E) with a washer head wood screw (D).



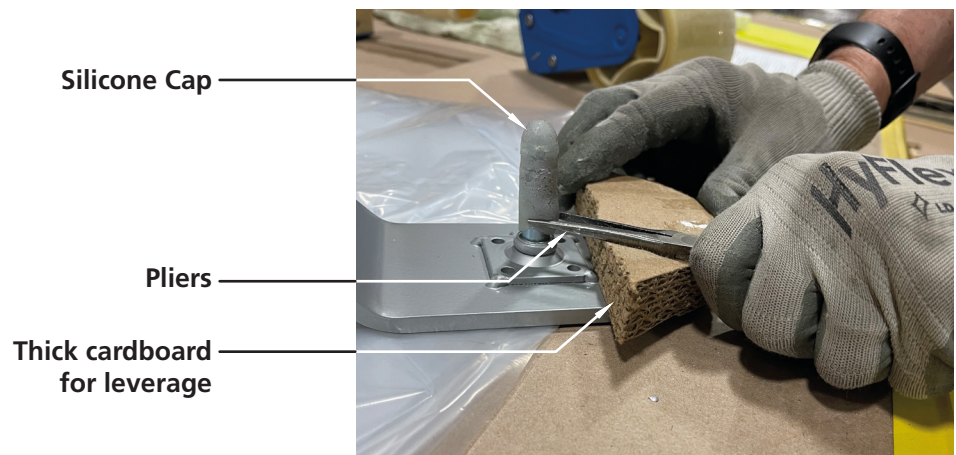
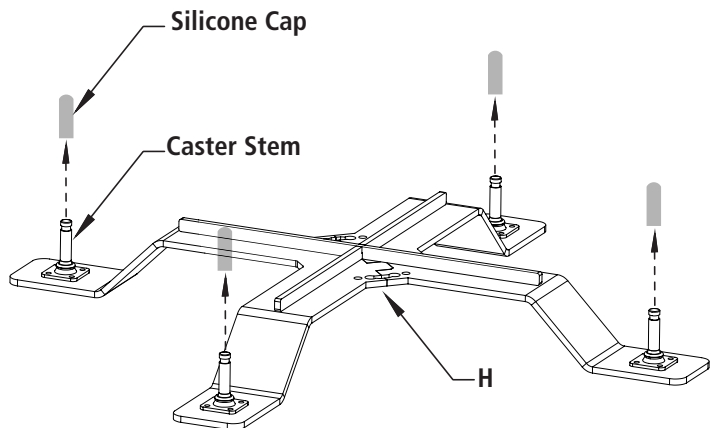
Step 4

- Carefully flip the X-Base assembly (H) upside down, so the caster stems face upwards.
- Remove the silicone caps on all four of the caster stems.

One way to do this is simply grab one of the caps with your hand and pull it off. You will need to pull with some force, and it may be helpful to wear rubberized or work gloves.

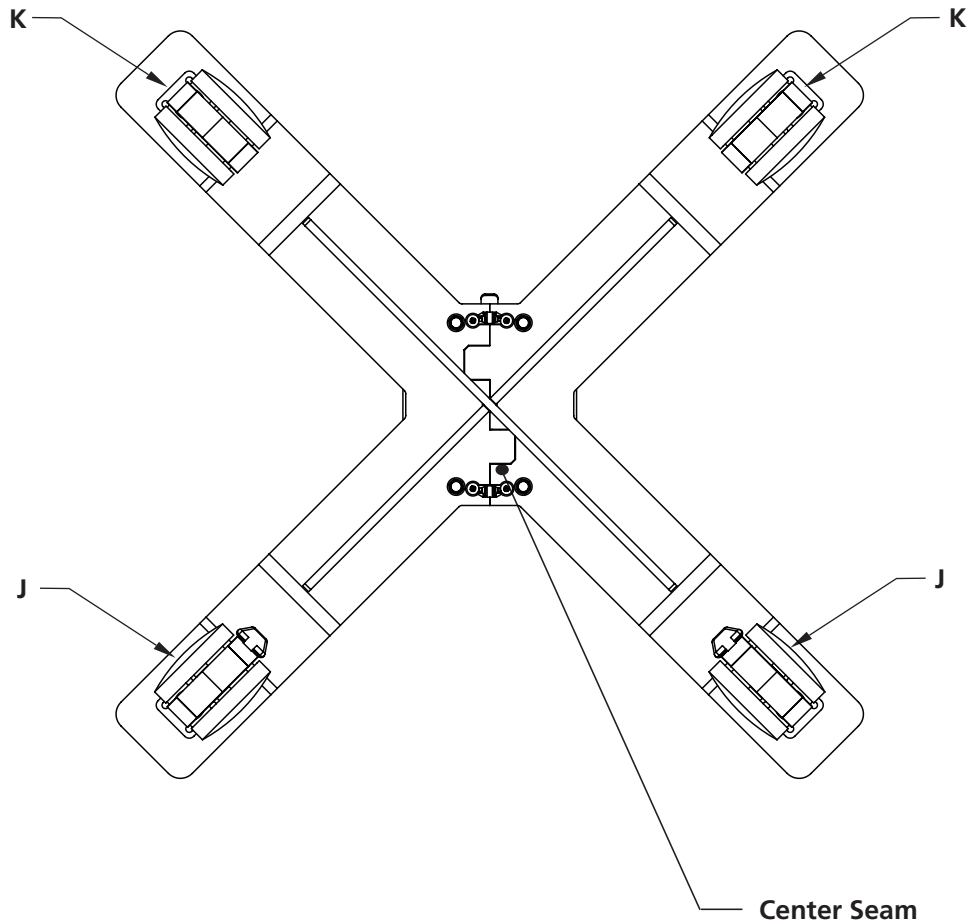
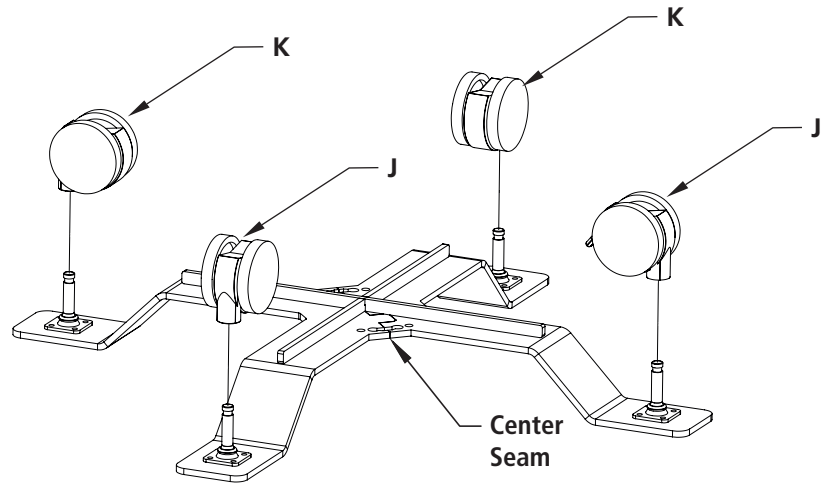
The other way to do it is with a pliers. It can help to use a small piece of wood or thick cardboard to use as leverage with the pliers.

- Discard the silicone caps.



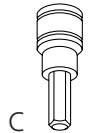
Step 5

- With the X-Base assembly (H) still upside down, install the casters.
- Find the center seam on the X-Base assembly (H), and position it so it runs north to south as shown in the image below.
- On the two caster stems farthest from you, place the two non-locking casters (K).
- On the two caster stems closest to you, place the two locking casters (J).
- To fully secure the casters to the stems, they must click into place. The best way to do this is by resting a wood block on the caster, and carefully hit the wood block with a rubber mallet. **Do not hit the caster directly as it may break.**

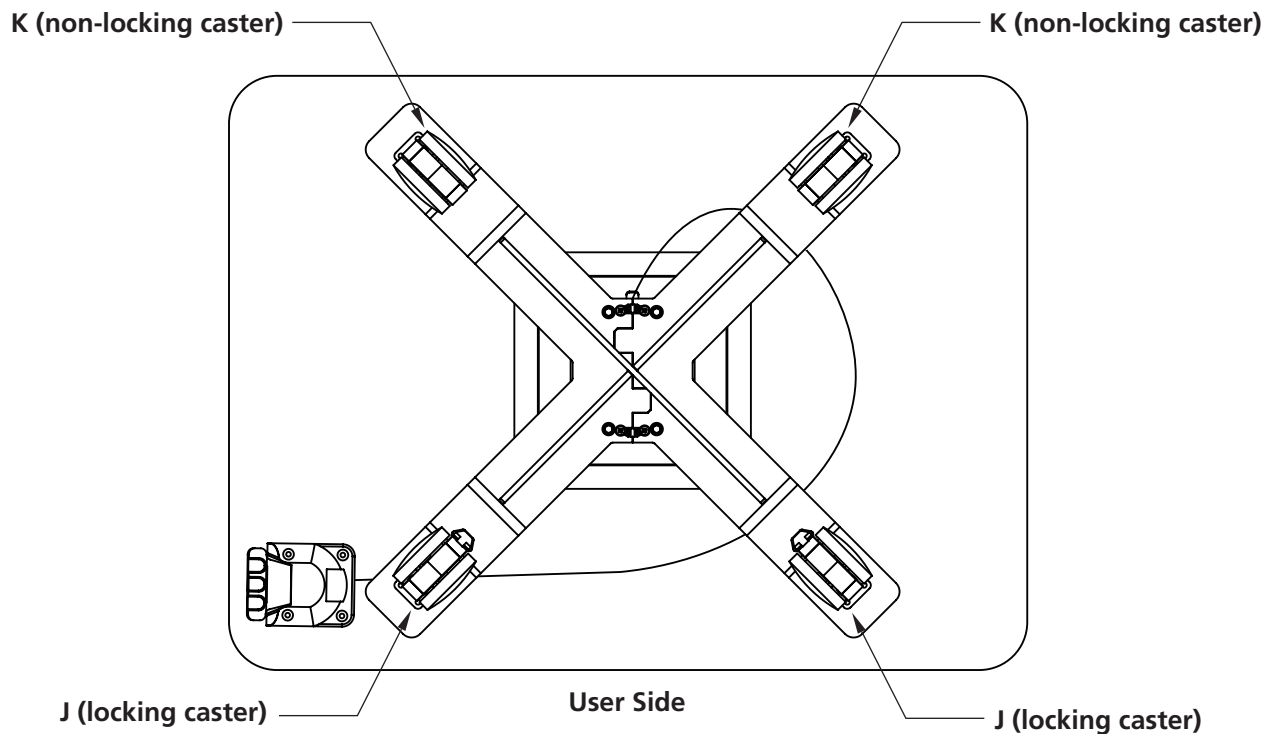
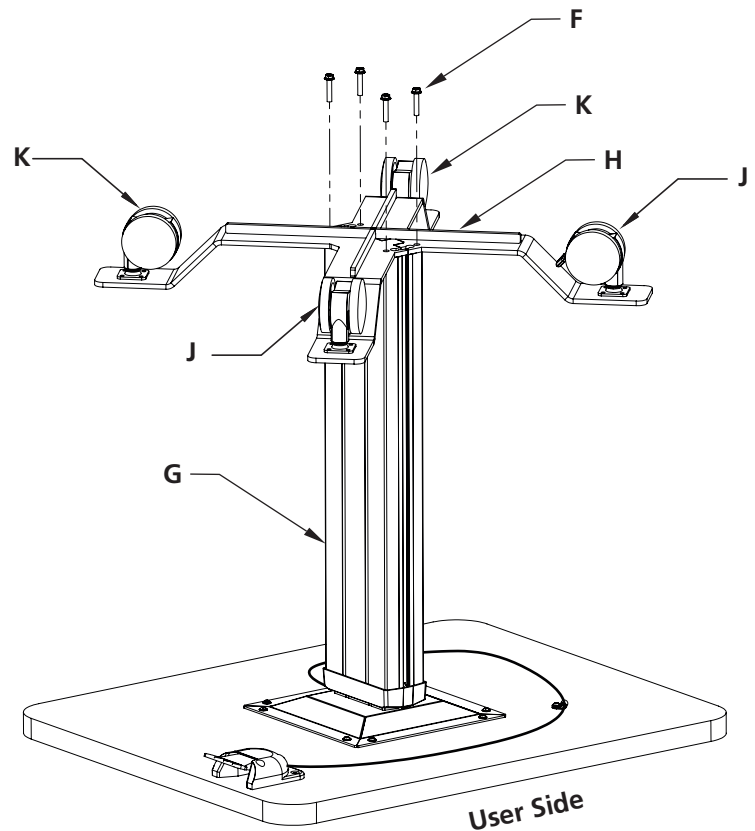


Step 6

- Place the X-Base assembly (H) onto the column (G).
- Make sure the base orientation is correct before proceeding. Both locking casters (J) should be positioned on the user side of the worksurface. See the image below.
- Secure the base assembly (H) to the column (G) using four hex head flange bolts (F).
- Now, assembly is complete. Carefully flip the assembled desk rightside up.



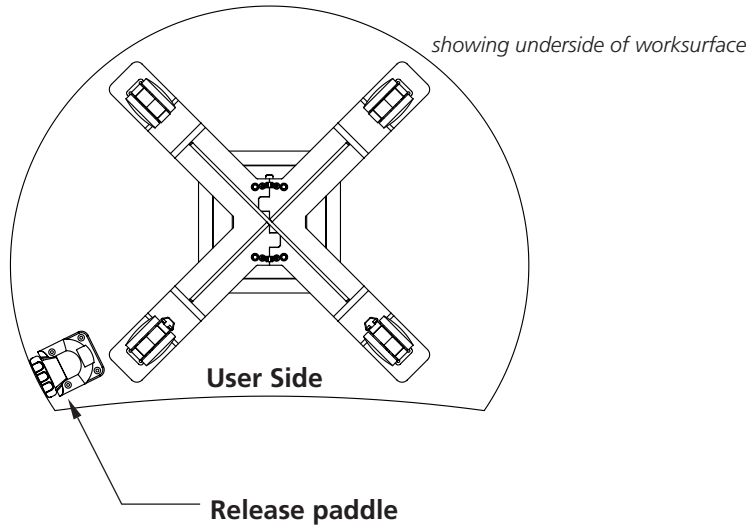
C



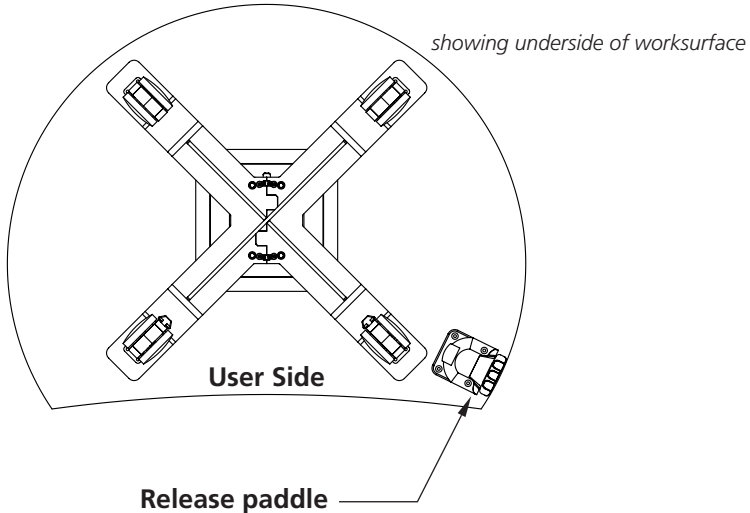
SPECIAL NOTE - Nesting Unit for Teacher's Desk

If using the Arriba X-Base as a nesting unit with a teacher's desk, such as the Teacher CSW or Teacher CSR, see the notes below.

For RIGHT NESTING Arriba X-Base: mount the release paddle for right hand position (as shown below).



For LEFT NESTING Arriba X-Base: mount the release paddle for left hand position (as shown below).

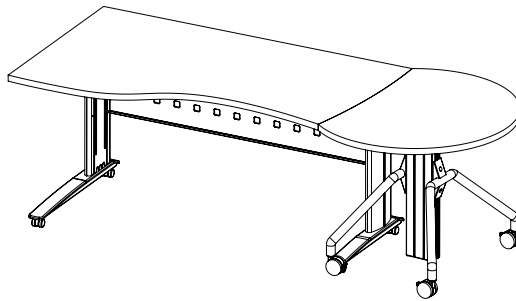


Not sure if your Arriba is right nesting or left nesting? Go to the next page.

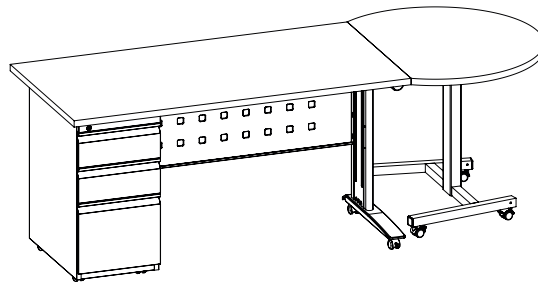
How to identify if your Arriba X-Base is right nesting or left nesting

RIGHT NESTING - The Arriba X-Base nests on the right side of the teacher's desk if:

- The Teacher CSW (wave shape): the deeper side of the worksurface is on the left when looking from the user side of the desk. See the image below for example.

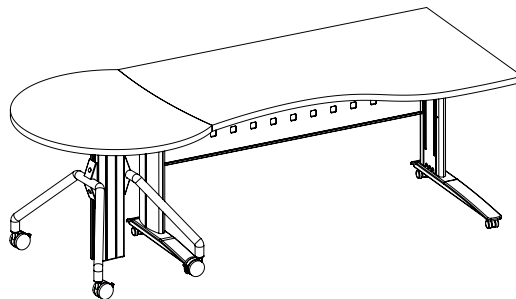


- The Teacher CSR (rectangle): the attached pedestal is on the left side of the desk when looking from the user side of the desk. See the image below for example.



LEFT NESTING - The Arriba X-Base nests on the left side of the teacher's desk if:

- The Teacher CSW (wave shape): the deeper side of the worksurface is on the right when looking from the user side of the desk. See the image below for example.



- The Teacher CSR (rectangle): the attached pedestal is on the right side of the desk when looking from the user side of the desk. See the image below for example.

