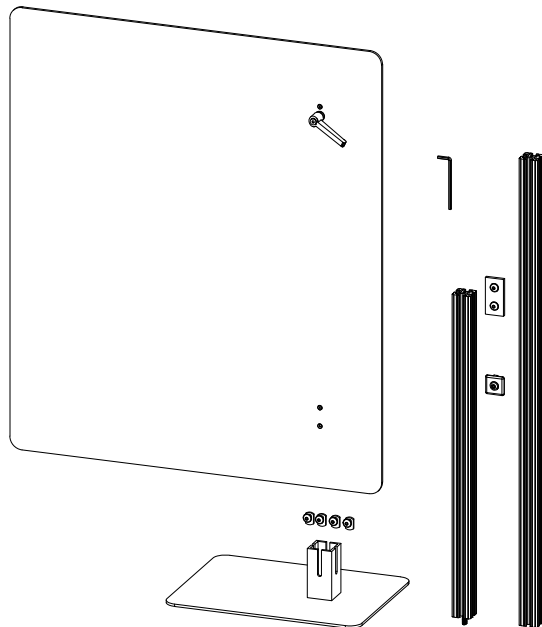


# Assembling a Stationary Sneezeguard Unit

Follow these instructions to assemble a stationary sneezeguard unit.

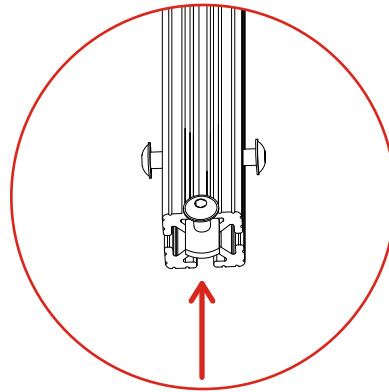
## Assembly package includes

- 1 shield
- 1 base
- 1 long post
- 1 short post
- 1 2-hole plate
- 4 T-slot fasteners
- 1 cap
- 1 1"-long screw
- 1 3/16 hex key



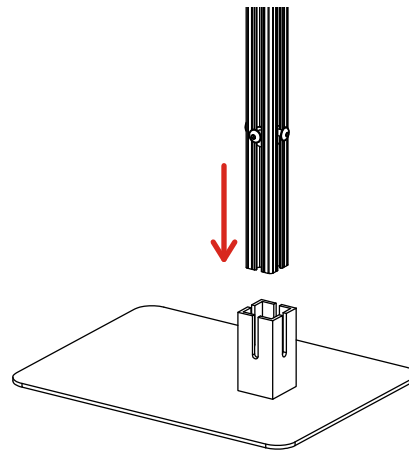
## Step 1

Insert 4 T-slot fasteners into the bottom of the long post. Do not tighten. Hold the T-slot fasteners a few inches above the bottom of the post.



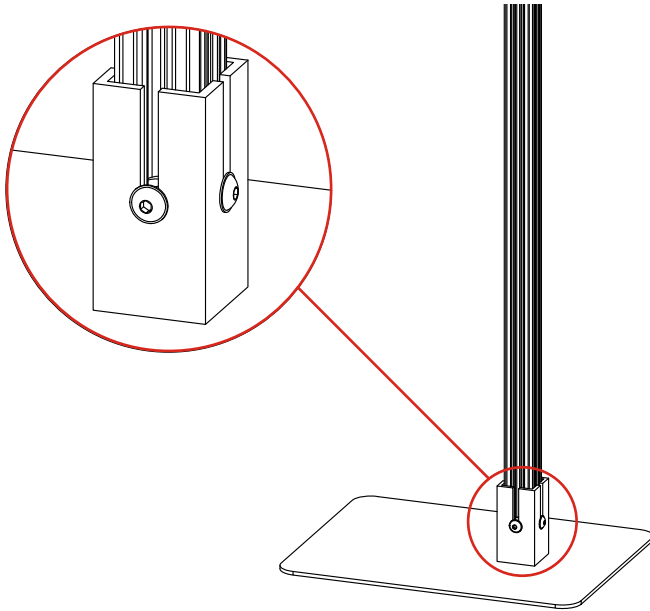
## Step 2

Position the long post into the hole on the base and slide the T-slots into the 4 slots on the base.



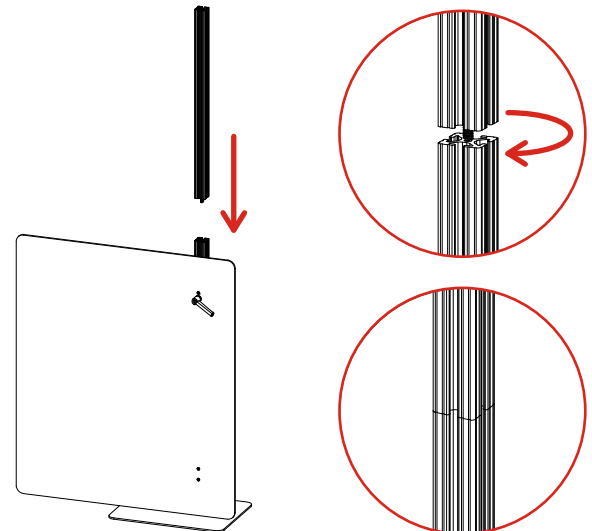
### Step 3

Use the hex key to tighten the T-slots until the post is secure and straight.



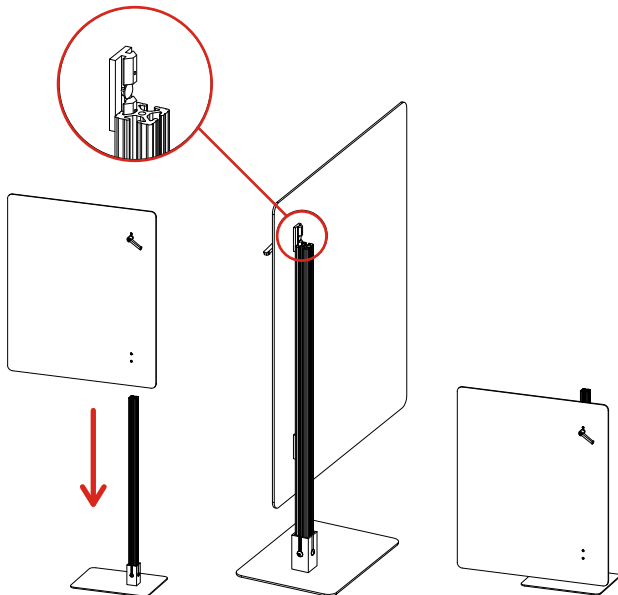
### Step 5

Attach the short post to the long post by rotating the threaded stud clockwise until the tracks in the post are aligned and the post is tightened. (Don't be concerned if there is a slight gap between the two posts; it will be addressed in Step 7.)



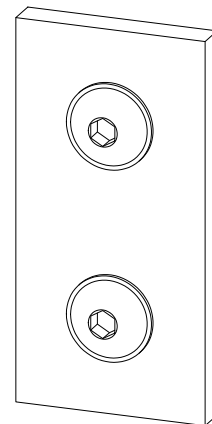
### Step 4

Insert the shield into the track on the long post and slide down to the base. Make sure the screw on the back of the adjustment handle is also in the track.



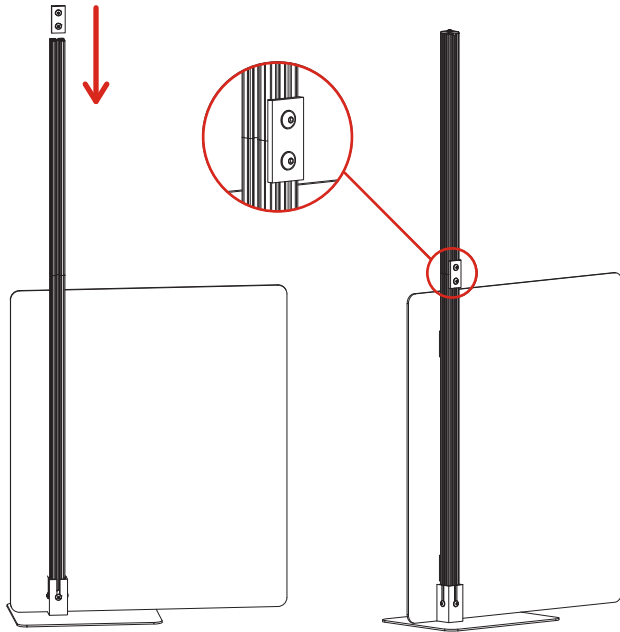
### Step 6

Position T-slot fasteners into the 2-hole plate.



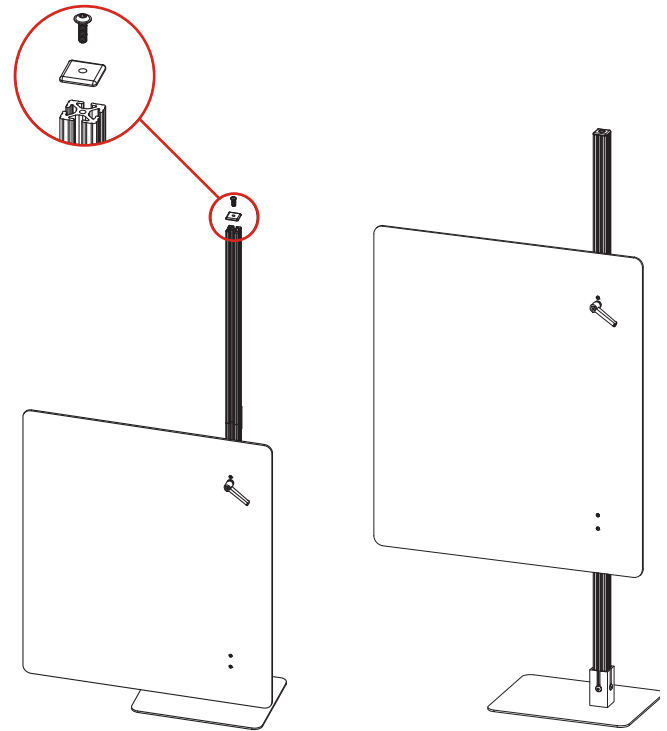
## Step 7

Insert the plate onto the back track of the post and slide down to position where the short and long posts meet. Tighten the t-slot fasteners using the hex key. The shield will move up and down if assembled correctly.



## Step 8

Attach the cap to the top of the post, insert 1"-long screw into cap, and tighten using the hex key.



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