

# Dividends Horizon® Glazed Insert Top Kit

**Note:** Install Plexiglas Inserts after panel frame is connected to adjacent panel

**CAUTION:** Do not separate Plexiglas panels or remove protective paper until just prior to assembly into panel frame.

1. Install tiled Insert support to panel frame. For the 14" glazed top insert, use the second hole down and for the 21" glazed top insert use the third hold down (**Fig. 1**).
2. Install the acoustic panel skin below the tiled Insert support (**Fig 2**).
3. Peel white backer off the black film and adhere to both sides of panel frame as shown. Make sure that the 1/2" and 3/4" window is covered and that all seams between parts and weld seams are completely covered (**Fig. 3**).
4. Remove panel top cap.
5. Install the lower metal trim strip (4) on top of the tiled Insert support as shown (**Fig. 4**).
6. Bend legs open on plastic screw grommets then insert the plastic screw grommets (1) into the bottom side of the panel frame. The grommet inserts into the small rectangular hole shown in **Fig. 4a**.
7. Insert the upper metal trim strip (3) (long metal part with embossed holes) into the panel frame and slide up to the top of the frame. Install the two flat head screws (2) (**Fig. 4**).

Fig. 1

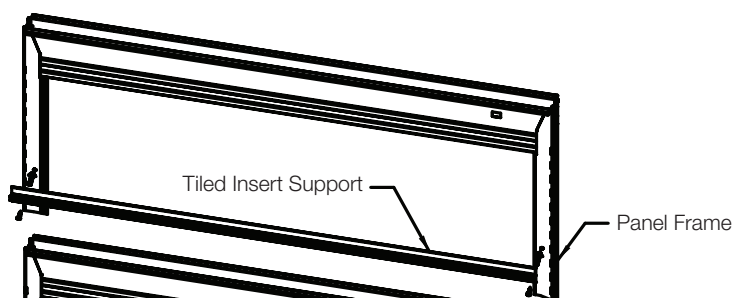


Fig. 2

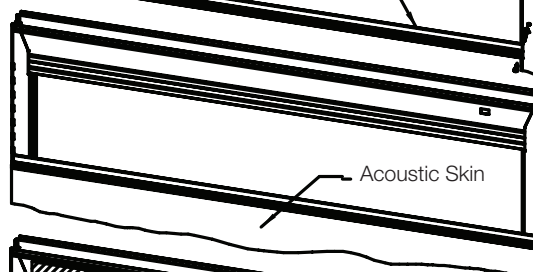


Fig. 3

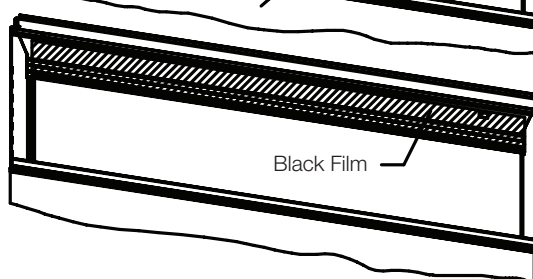


Fig. 4

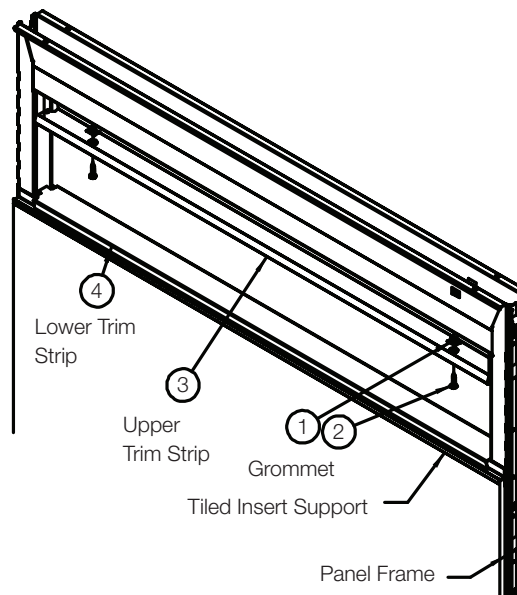


Fig. 4a



**Caution:** Plexiglas is susceptible to scratching and marring if it is not handled or cleaned properly. Handle Plexiglas with extreme care. Wear clean cotton gloves when handling Plexiglas to avoid scratches and fingerprints. When cleaning Plexiglas, only use a clean, lint-free cotton cloth (absolutely no paper towel or other paper-based product), with warm water and a mild dish detergent. Do not use ammonia or any alcohol-based cleaning products because they will break down the protective coating on the outside layer of the Plexiglas. To remove surface scratches and blemishes, a cleaner/polisher called 210 PLUS can be ordered from Laird Plastics by calling 1-800-610- 1016

## Dividends Horizon® Glazed Insert Top Kit, continued

### Plexiglas Installation

#### 8. Install Plexiglas.

**Note:** Wear clean cotton gloves when handling Plexiglas to eliminate finger prints and scratches.

a. Assemble the vertical extrusion (5a) (5b) (with the large notch to the top) to the short edge of the Plexiglas as shown. See Fig. 5 and 5a. The side of the Plexiglas with the silk screen pattern on it faces the inside of the panel. (**PAPER SIDE OUT**).

b. Make sure that the printed side of the Plexiglas (6) is clean, free of dust and finger prints.

c. Insert Plexiglas into panel frame channel by sliding the Plexiglas up to the top of the channel so that the bottom of the Plexiglas clears the tiled insert support Up. (See Fig. 6.)

d. Working from left to right, rotate bottom of Plexiglas into tiled insert support and drop Plexiglas assembly into place.

#### 9. Repeat step number six on opposite side of panel.

**Note:** Make sure that the inside of the Plexiglas and panel are free of dirt, dust and finger prints before installing the second piece of Plexiglas.

#### 10. Clean Plexiglas with a lint free cotton rag using warm water and a mild dish detergent. (**DO NOT USE GLASS CLEANER**)

#### 11. Replace panel top cap.

### To remove the Plexiglas

#### 1. Remove Acoustic panel skin

#### 2. Unscrew and remove Tiled Insert Support

#### 3. Slide Plexiglas down and pull out

#### 4. Repeat on opposite side of panel

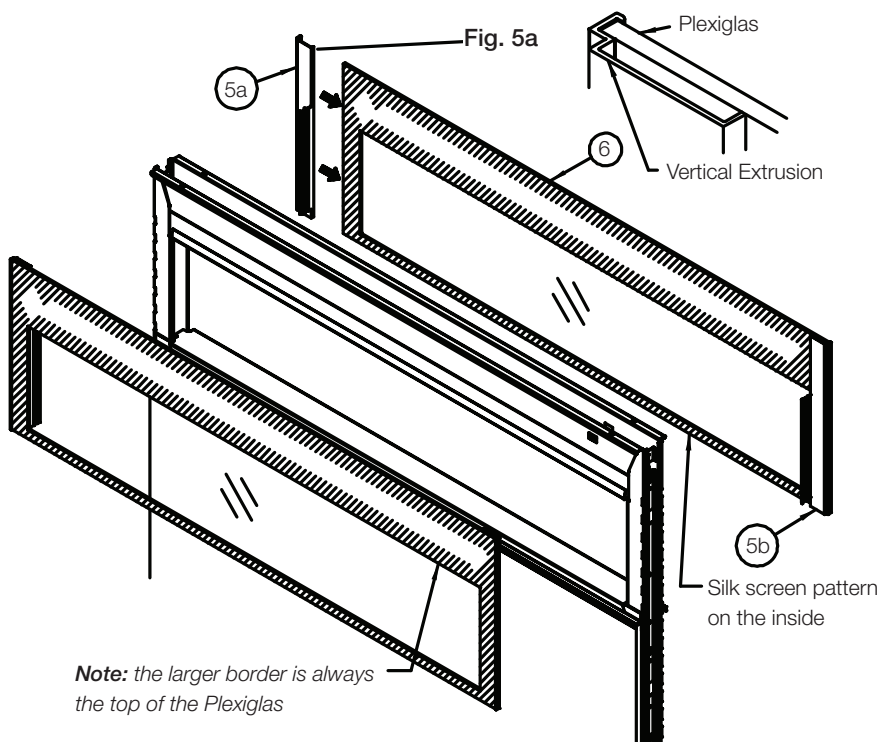
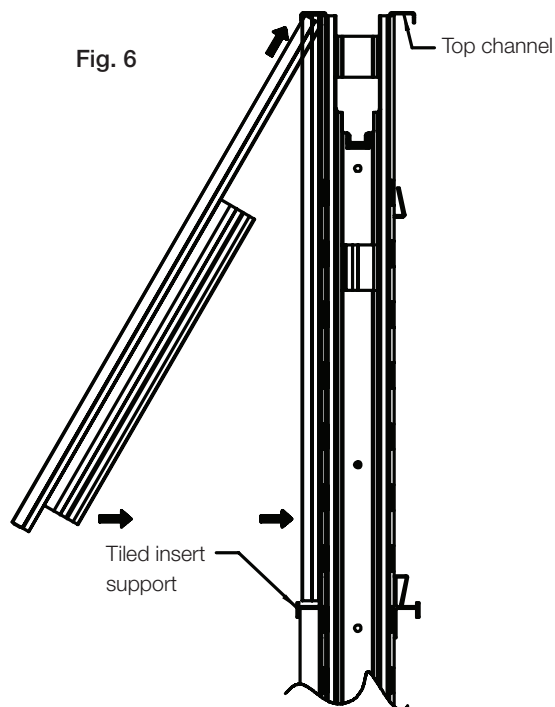


Fig. 6



### DISASSEMBLY FOR RECYCLING

#### Materials Identification and Segregation:

Where possible plastic components are marked with ASTM recycling codes. Use these codes to identify material type for recycling. Non-marked components should be treated as mixed plastic. Ferrous metals can be identified using a small magnet for recycling. Non-ferrous metals should be separated and recycled separately.

**To disassemble product,** reverse the above installation steps.