### Parts List

- (2) Posts
- (6) Rectangular Weld Nuts
- (4) "L"-shaped Weld Nuts
- (6) "L"-shaped Connectors
- (1) Medium Shelf
- (3) Large Shelves
- (3) Small Shelves
- (2) Knobs
- (2) Non-Locking Casters
- (2) Pole Covers
- (8) Furniture Screws
- (6) Flat Head Screws
- (4) Wrench
- (4) Allen Wrench
- (2) Brackets for 3 Shelves
- (8) Brackets for 4 Shelves

### Assembly Instructions

#### Please Note

**DO NOT EXCEED THE SOHO WORKSTATION'S 200 LB WEIGHT LIMIT**

**Adjustment Tips:**
- Always adjust brackets, not the shelf.
- Hold bracket, loosen knob, then adjust.
- Adjust opposite bracket, then alternate.
- Hold narrow bracket end to lower shelf.
- Remove excessive or heavy equipment.

**Ideal Monitor Height**
Keep top most line of monitor slightly below eye level and at a distance of 18'-24'. Place monitor on middle or top stack shelf.

**Ideal Keyboard Height**
Keep forearms parallel to floor, elbows at sides and wrists in line with forearms.
**STEP 1: BUILD THE BASE**

Parts: legs, medium shelf, furniture screws, Allen wrench
1. Follow Figure 1. Position Legs on ground.
   Place Medium Shelf over Legs and insert Furniture screws starting with hole closest to leg end.
2. Tighten Screws firmly into Legs with Allen Wrench.

**STEP 2: POLES**

Parts: Poles, "L"-Shaped Connectors, Allen Wrench
1. Follow Figure 2. Insert screws into L-shaped bracket
2. Insert "L"-Shaped Connectors all the way into Pole Channels. Firmly tighten pre-installed screws into Pole Channels with Allen Wrench.

**STEP 3: CONNECTING POLES TO BASE**

Parts: Poles, Flathead Screws, Allen Wrench
1. Follow Figure 3. Lower a Pole so "L"-Shaped Connectors rest on Leg.
2. Insert two Flathead Screws into "L"-Shaped Connector closest to Shelf and firmly tighten with Allen Wrench. Repeat for other Connector.
3. Repeat for other Pole.

**STEP 4: CONNECTING POLES**

Parts: Small Shelf, Furniture Screws, Rectangular Weldnuts, Allen Wrench
1. Follow Figure 4. Select Small Shelf and insert Furniture Screws into holes. Place rectangular Weldnuts on tip of each Screw and turn 2-3 times.
2. Slide Weldnuts inside back Pole Channels and Lower Shelf down as far as possible.
3. Firmly tighten Screws with Allen Wrench.

**STEP 5: SECURING CASTERS TO LEGS**

Parts: Locking and Non-locking Casters, Wrench
1. Install casters into bottom of legs:
   1. position 1 locking casters to front of legs.
   2. Tighten with wrench provided.

**STEP 6: SECURING BRACKETS**

Parts: Brackets, Knobs
1. Follow Figure 5. Slide two Brackets down each Pole Channel and one Bracket down each front Pole Channel. Twist Knob on each Bracket stem and tighten firmly.
2. Pull knob toward self gently but firmly while tightening.
3. Do not Over Tighten The Knobs.

**STEP 7: ATTACHING SHELVES**

Parts: Large Shelf, Pole Cover
1. Follow Figure 6. Lineup Shelf holes with Plastic studs in Brackets. NOTE: holes closest to Shelf's edge should lineup with near tip of Bracket.
2. Press down firmly.
3. Peel off Pole Covers from sheet and place on top of pole.